

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 1, 2001**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 1, 2001 commencing at 7:02 a.m.

A. ROLL CALL

Present: Council Members – Hitchcock, Howard, Land, and Mayor Nakanishi

Absent: Council Members – Pennino

Also Present: City Manager Flynn, City Attorney Hays, and City Clerk Blackston

B. CITY COUNCIL CALENDAR UPDATE

City Clerk Blackston reviewed the weekly calendar (filed).

Mayor Nakanishi announced that he attended an event at the Boys and Girls Club on April 30 at which the City received a Community Award.

City Manager Flynn reported that the City was recognized on April 26 as Large Employer of the Year for its support of disabled employees. City employee, Jay Jensen was selected as Honorary Employee of the Year.

C. TOPIC(S)

C-1 "Review of Significant Expenditure Requests"

City Manager Flynn stated that over the past five years the City has added over 50 positions and 10 contract positions. Over \$2 million in computer software and hardware has been purchased to improve efficiency. Investments in Maxicom irrigation systems have been made to automate irrigation processes.

Deputy City Manager Keeter stated that the significant expenditure request recommendations from the City Manager's Office are based on a balanced budget. She noted that corrections have been made to the Summary of Significant Expenditures and Staffing Changes, and page 31 Public Works Contract Landscape Maintenance Increases (filed).

Ms. Keeter reported on the following significant expenditure requests and recommendations:

Police Department

- Request: \$20,000 to hire part-time officer to assist with background investigations, training, traffic, computerized voice stress analyzer examinations, maintenance of radar units, and alcohol detector devices, which must be calibrated every 10 days.

Recommendation: Approve \$10,000 in year one.

- Request: \$65,000 to hire a fourth school Community Resource Officer (CRO). This request was initiated by Lodi Unified School District (LUSD) who, in conjunction with the Police Department, submitted a three-year grant through the COPS program. At the conclusion of the three-year grant, LUSD has agreed to share 50% of the cost of the CRO.

Recommendation: Approve as requested (100% funded through COPS grant).

Council Member Hitchcock commented that the Sheriff's Department has not been funding grant positions, due to the continued expense to the department when the grants expire. She asked when the grants would expire for the other three CROs in the City.

Ms. Keeter indicated that she would provide this information to Council Member Hitchcock.

City Manager Flynn explained that the previous grant programs funded 100% the first year, 75% the second year, 50% the third year, and beyond that the cost becomes the responsibility of the City.

In response to Council Member Land, Ms. Keeter reiterated that at the conclusion of the three-year grant cycle, LUSD and the Police Department would share the cost of the new CRO equally. A commitment letter from LUSD will be pursued.

In reply to Council Member Hitchcock, Police Captain Ron Tobeck reported that currently there is one CRO assigned to each high school and a third Officer shares time between other schools in the District.

Mr. Flynn stated that the grant application for the additional CRO was submitted by Lawrence Elementary School; however, if approved, the Officer would be utilized throughout all the grade schools in the District.

Ms. Keeter suggested that this request be revisited at a future meeting toward the end of the budget process, at which time the status of the proposed LUSD funding commitment letter will be reported to Council.

- Request: \$20,000 to fund a part-time Chaplain. Currently the Police Department has a voluntary chaplain program that has been funded for the past seven years through donations and the Lodi Chaplaincy Association, a non-profit association. Chaplains provide guidance and counseling to Officers when there is a crisis or emotional situation.

Recommendation: Fund \$20,000 in year two of the budget and encourage the Police Department to pursue donations and fund raising for continued support of the program.

Council Member Land asked that the wording on the request be changed from "hire" to "grant" a part-time chaplain.

- Request: \$6,500 to upgrade an Animal Services Officer to Supervisor.
Recommendation: Reconsider at year two of the budget, pending conclusion of a reclassification study by the Human Resources Department.

Fire Department

- Request: \$8,000 increase for fire safety educational program. Currently the Department is funded at \$10,000 for promotional materials to educate and provide literature for fire prevention purposes.

Recommendation: Fund \$7,000 in year two of the budget.

- Request: \$216,170 in 2001-02 and \$183,790 in 2002-03 to hire 5 Firefighters and 1 Battalion Chief. The Fire Department currently has one engine company at Station 2, one at Station 3, and an engine and truck company at Station 1. When Station 4 is completed the engine company from Station 1 will be moved to Station 4. The new Quint Tiller apparatus will be housed at Station 1. The goal of the Fire Department is to have four engine companies and one truck company, with Station 1 being staffed by an engine company in addition to the Quint.

Recommendation: Approve funding to hire two Firefighters and one Battalion Chief in 2001-02; hire three Firefighters in 2002-03; hire three Firefighters in 2003-04; and hire one Captain in 2004-05.

In response to Council Member Land, Fire Chief Pretz stated that the Quint Tiller is operated with four to five personnel. The long-term goal of the Fire Department is to have 15 personnel on each shift by 2004. In reference to paramedics in the Department, Mr. Pretz stated that recommendations would be brought back to Council at a future meeting.

Public Works

- Request: \$56,760 for two-year contract analyst position to provide assistance to Water/Wastewater Superintendent Fran Forkas and Street Superintendent George Bradley at the Municipal Service Center.

Recommendation: Approve as requested in year one (funded through Water/Wastewater Enterprise Fund).

In reply to Council Member Howard, Public Works Director Prima stated that though the contract position is not primarily intended for resources at White Slough, it will help free up the time of Mr. Forkas to devote more time to that area. Mr. Prima stated that the flexibility of the contract position would be beneficial, due to the impending retirements of Management Analyst II Sharon Blaufus, and Mr. Forkas.

Electric Utility

- Request: \$90,000 for professional services for design and engineering studies related to the following projects: 1) broadband market study and business model; 2) multi-dimensional bench marking; and 3) project development and technical assistance.

Recommendation: Approve as requested in year one.

- Request: \$10,000 for office furniture replacement in the meter test shop. The furniture will be moved to the new Electric Utility building once construction is completed.

Recommendation: Approve as requested in year one.

- Request: \$83,100 to hire an Electrical Engineer for system planning and design.

Recommendation: To reconsider request when Johnson and Associates completes the organization study of the Electric Utility Department.

In response to Council Member Hitchcock, Electric Utility Director Vallow stated that the organization study should be completed by mid-July.

- Request: \$15,000 to hire a temporary AutoCAD Technician to create and maintain new maps, drawings, and diagrams, and augment existing AutoCAD staff.

Recommendation: Approve as requested in year one.

- Request: \$27,210 to hire Administrative Clerk for the construction and maintenance division.

Recommendation: To reconsider request when Johnson and Associates completes the organization study of the Electric Utility Department.

- Request: \$533,365 to hire line crew (one Foreman and two Linemen) and purchase equipment. This request combines operating and capital expenses.

Recommendation: Approve as requested in year one.

- Request: \$377,135 for contract personnel and tools

Recommendation: Approve as requested in year one.

- Request: \$55,615 to hire Groundsperson/Apprenticeship Lineman. This is a five-year apprenticeship program to reach the journey level lineman.

Continued May 1, 2001

Recommendation: Approve as requested in year two.

- Request: \$20,000 professional services for painting of substation equipment.

Recommendation: Approve as requested in year one.

Public Works – Transportation

- Request: \$18,900 to convert a part-time Administrative Clerk to a full-time position.

Recommendation: Approve in year two.

Ms. Keeter reported that the City Manager has signed two-year contracts with several part-time employees, who are working nearly 40-hour weeks, to provide them with medical benefits.

General discussion ensued about the benefits and drawbacks of part-time personnel and contract employees.

D. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

E. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 8:20 a.m.

ATTEST:

Susan J. Blackston
City Clerk

Swain

Mayor's & Council Member's Weekly Calendar

WEEK OF MAY 1, 2001

Tuesday, May 1, 2001

- 7:00 a.m. Shirtsleeve Session
1. Review of significant expenditure requests

→ Wednesday, May 2, 2001

- 2:00 p.m. Nakanishi. San Joaquin County City Selection Committee meeting, Board of Supervisor's office.

- Reg* 7:00 p.m. City Council meeting.
1 Closed Session item (*NOTE: 6:30 p.m.*)
7 Presentations
11 Consent Calendar items
3 Public Hearings
4 Regular Calendar items
One Ordinance

Thursday, May 3, 2001 *Howard*

- 11:30 - 1:00 p.m. Nakanishi and Land. National Day of Prayer, Civic Center Area.
12:15 p.m. *Special* Joint Council Lunch Meeting with the Greater Lodi Area Youth Commission, Hutchins Street Square ~ Cottage Room.
1:30 p.m. SJC Sheriff's Grand Opening of its Upholstery Shop, Sheriff's Distribution Center, 7000 Michael Canlis Blvd., French Camp.

Friday, May 4, 2001

- 7:00 p.m. Land. HSS Smooth Jazz Concert. Show at 8:00 p.m.

Saturday, May 5, 2001 *Howard*

- 6:00 p.m. Nakanishi. Lodi Adopt-A-Child Angel Appreciation Dinner, The Merlot, 23 W. Pine Street. Dinner at 7:00 p.m. *Volunteer & Contributor*
6:30 p.m. *4th Annual* Knights of Columbus Public Safety Recognition Night Dinner, St. Anne's Hall. Dinner at 7:30 p.m. *Proceeds benefit Police & Fire Dept. charities & St. Anne's Church*

Sunday, May 6, 2001

- Reminder Lodi Street Faire

~~Monday, May 7, 2001~~

Disclaimer: This calendar contains only information that was provided to the City Clerk's office

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SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

(corrected pgs.)

	FTE	2001-02 Requested Cost	FTE	City Manager Recommended	FTE	2002-03 Requested Cost	FTE	City Manager Recommended	Comment
Public Safety									
Police Protection									
Police Administration									
1 Hire Part time officer	0.5	20,000	0.5	10,000					
Support Services									
2 Hire School Resource Officer	1		1						100% funded-LUSD COPS grant (\$64,000)
Police Operations									
3 Hire P/T Chaplain		20,000						20,000	
Animal Control									
4 Upgrade Officer to Supervisor		6,500						6,500	
Fire Safety									
Fire Support Services									
5 Fire Safety Educational Program funding		8,000						7,000	
Emergency Services									
6 Hire Firefighters (5) & Bat Chief (1)	3	216,170	3	216,170	3	183,790	3	183,790	net of savings
Total Public Safety	4.5	270,670	4.5	226,170	3	183,790	3	217,290	
Public Utilities									
Water/Wastewater Utility Services									
8 Contract services - 2 years		56,760		56,760					split funding W/W/DBCP/Street
Electric Utility Services									
Electric Services									
9 Professional services		90,000		90,000					
Electrical Engineering & Operations									
10 Office furniture replacement		10,000		10,000					one time only expenditure
11 Hire Electrical Engineer	1	83,100							pending re-organization study
12 Hire temporary AutoCad Technician	0.25	15,000	0.25	15,000					
Electric Construction & Maintenance									
13 Add Administrative Clerk	1	27,210				(12,000)			pending re-organization study
15 Hire Line crew & vehicles	3	533,365	3	533,365					
17 Contract Personnel & tools		377,135		377,135					
19 Hire Groundperson/Apprentice lineman					1	55,615	1	55,615	
Substations & Systems									
20 Prof. services for painting		20,000		20,000					
Total Public Utilities	5.25	1,212,570	3.25	1,102,260	1	43,615	1.00	55,615	
Transportation									
Streets and Flood Control									
21 Convert to F/T Administrative Clerk	0.2	18,900					0.2	18,900	net of savings from p/t (was contract)
22 Hire temporary secretarial assistance		10,100							
23 Stormwater NPDES permit		50,000		50,000					100% funded by wastewater
24 Additional funding for street sweeping		82,000		82,000					100% funded by wastewater
25 Street Trench damage assessment study		35,000						35,000	offset by revenue
31 Landscape maint contract service		29,025		29,025		52,375		52,375	six mo cost in 1st yr, full yr funding 2nd yr
Total Transportation	0.20	225,025	-	161,025		52,375	0.20	106,275	
Leisure, Cultural & Social Services									
Parks and Recreation									
Parks and Recreation Administration									
32 Convert to F/T Administrative Clerk	0.2	17,875					0.2	17,875	net of savings from p/t (was contract)
33 Hire P/T Intern/CAD operator	0.5	10,810					0.5	10,810	Prop 12 funding
Aquatics									
34 Hire P/T Lifeguard	0.5	3,900							
35 Hire P/T Swim Instructors									offset by revenue - 5 instructors for 2 wks
Sports Facilities									
36 Convert to F/T Hire Laborers (2)	0.2	21,295			0.2	22,775	0.4	44,070	net of savings from p/t (was contract)
37 Hire Laborer	1	39,255							not recommended - pending lease agree
Parks Division									
38 American Legion expenses		56,100							not recommended - pending lease agree
Lodi Lake Park									
39 Hire P/T Laborer - irrigation installer	0.5	12,640	0.5	12,640					
Park Maintenance									
40 Hire P/T Laborer	0.5	11,505							
41 Convert to F/T Laborers (2)	0.2	19,125			0.2	23,685	0.4	42,810	net of savings from p/t (was contract)
Parks Program									
Cultural Services									
Library									
42 Purchase Digital copier		9,800		9,800					private sector trust
43 Funding for extended hours of operation	0.5	61,630					0.2	30,000	
45 Hire P/T Reference Librarian	0.5	20,665					0.5	20,665	
Community Center									
Performing Arts Center									
47 Hire Stage Tech Manager	1	35,000	1	35,000					cost offset by revenues
47 a Lodi Arts Commission grant		25,000		25,000					
Swimming Pool									
48 Replace Pool lift		9,300							one time only expenditures
Total Leisure, Cultural & Social Ser	5.6	353,900	1.5	82,440	0	46,460	2.2	166,230	

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	FTE	2001-02 Requested Cost	FTE	City Manager Recommended	FTE	2002-03 Requested Cost	FTE	City Manager Recommended	Comment
Community & Economic Development									
Community Improvement									
51		50,000		50,000					cost offset by revenues
52		57,200		57,200					
Planning									
53		40,000		40,000					impact fees
Community Promotion									
54		70,000		70,000					
56		60,000							one time expenditure
Engineering									
59	1	49,000				(20,900)	1	49,000	net of savings
60	1	68,220	1	68,220					
61		5,000							
	2.0	399,420	1	285,420		(20,900)	1	49,000	
General Government									
General Administration									
Non - Departmental									
62									move to capital
63		13,000		13,000					
Public Works Administration									
64		20,000		20,000					one time expenditure
Administrative Services									
Information Systems									
65		5,500							one time expenditure
City Clerk									
66	0.5	25,980					0.5	25,980	net of savings from p/t
Human Resources									
68		10,000		10,000					one time expenditure
69	0.25	12,685							net of savings from p/t & outside admin
72		16,810		10,000					
75		10,000		10,000					
Risk Management									
76		25,000		25,000					100% funded by wastewater & water
77		25,000		25,000					100% funded by Electric
78		9,000		4,500		9,000		4,500	
Finance Accounting Division									
80	0.2	23,800					0.2	23,800	net of savings from p/t (was contract)
81	1	56,380					1.0	56,380	
Finance Revenue Division									
83	0.2				0.2		0.4		net of savings from p/t (was contract)
Organizational Support Services									
Finance Field Services									
84	0.2		0.2						net of savings from p/t (was contract)
Facilities Services									
85									net of savings from p/t (was contract)
86	1	63,315	1	63,315		(4,000)			one time cost of equipment in 1st yr
88					1	45,825			
Fleet Services									
90	1	41,270	1	41,270					Transit funded
	4.35	357,740	2.2	222,085		50,825	2.1	110,660	
TOTAL OPERATING BUDGET	21.9	2,819,325	12.5	2,079,400	5.6	356,165	9.5	705,070	

FUNDING SOURCES:

General Fund	14.7	1,201,932	7.2	665,422	4.6	312,550	8	638,645
Transit Fund	1.0	41,270	1	41,270				
Library Fund	1.0	82,295		-				
Private Sector Trust		9,800		9,800				
Reimbursed by Others	1.0	-	1	-				
Offset by revenues	0.5	60,810		50,000			0.5	10,810
Impact Fees		40,000		40,000				
Water Fund		32,366		32,366		-		
Wastewater Fund		164,366		164,366		-		
DBCP		5,676		5,676		-		
Electric Fund	5.2	1,180,810	3.25	1,070,500	1	43,615	1	55,615
	21.9	2,819,325	12.5	2,079,400	5.6	356,165	9.50	705,070

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Public Works
REQUEST TITLE: Contract Landscape Maintenance Increases

REQUEST SUMMARY

This request is to provide funding for new landscaped areas approved by council that will to be added to the City Landscape Maintenance contract during the next 2-year budget cycle.

PRIMARY OBJECTIVE

The primary objective is to cover the added costs of maintaining additional new landscaped areas due to new subdivision landscaped walkways and street median landscape improvements. These new sites will add a significant increase of area and maintenance. These areas are not currently included in the 2001 - 2003 budget proposals. The exact start date is not yet known.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Lower Sacramento Road median
- South Hutchins Street and Kettleman Lane median
- New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7

ALTERNATIVES

None

COST SUMMARY	2001-02	2002-03
Additional Costs		
Lower Sacramento Median	\$25,000*	\$25,000**
South Hutchins Street and Kettleman Lane median	\$0	\$21,000**
New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7, based on 6 months maintenance	\$4,025*	\$6,375**
Total	\$29,025	\$52,375
Net Cost	\$29,025	\$52,375

*6 months, fiscal year 2001- 2002

**additional funding to meet full fiscal year 2002-2003 maintenance

IMPLEMENTATION

If funding is approved, funds would only be used as new landscaped areas are added.

filed 5-1-01

**2001-03 City Manager Recommended
SIGNIFICANT EXPENDITURE
AND
STAFFING CHANGES**



SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	2001-02				2002-03				
	FTE	Requested Cost	FTE	City Manager Recommended Cost	FTE	Requested Cost	FTE	City Manager Recommended Cost	Comment
Public Safety									
Police Protection									
Police Administration									
1									
								</	

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	2001-02				2002-03				Comments
	FTE	Requested	FTE	City Manager Recommended	FTE	Requested	FTE	City Manager Recommended	
		Cost				Cost			
Community & Economic Development									
Community Improvement									
51 Additional funds for Repair/Demolition		50,000		50,000					cost offset by revenues
52 Contract Code Enforcement Officer		57,200		57,200					
Planning									
53 Consultant services		40,000		40,000					impact fees
Community Promotion									
54 LCVB additional funding		70,000		70,000					
56 DLBP additional funding		60,000							one time expenditure
Engineering									
59 Hire Civil Engineer	1	49,000			(20,900)		1	49,000	net of savings
60 Hire Engineering Technician	1	68,220	1	68,220					
61 Contract for Document Preservation		5,000		5,000					
Community & Econ Dev	2.0	399,420	1	290,420	(20,900)		1	49,000	
General Government									
General Administration									
Non - Departmental									
62 Purchase LCD projectors (6)		27,000		9,000			9,000		approved 2 in 2001, 2 in 2002
63 LAFCO membership & dues		13,000		13,000					
Public Works Administration									
64 Funding for Solid Waste contract		20,000		20,000					
Administrative Services									
Information Systems									
65 Purchase Network Management Software		5,500		5,500					one time expenditure
City Clerk									
66 Administrative Clerk Confidential	0.5	25,980	0.5	25,980					net of savings from p/t
Human Resources									
68 a Organization Study		10,000		10,000					
69 Hire Benefits Coordinator	0.25	12,685							net of savings from p/t & outside admin
72 Fund Recruitment Advertising		16,810		16,810					
75 Fingerprinting		10,000		10,000					
Risk Management									
76 Safety Program (PW)		25,000		25,000					100% funded by wastewater
77 Illness & Injury Prevention Program (Elec)		25,000		25,000					100% funded by Electric
78 Body Mechanics Training		9,000		4,500	9,000		4,500		
Finance Accounting Division									
80 Convert to F/T Accounting Clerk	0.2	23,800					0.2	23,800	net of savings from p/t (was contract)
81 Hire Accountant I	1	56,380	1	56,380					
Finance Revenue Division									
83 Convert to F/T Customer Service Rep (2)	0.2	2,200	0.2	2,200	0.2	2,200	0.2	2,200	net of savings from p/t (was contract)
Organizational Support Services									
Finance Field Services									
84 Convert to F/T Meter Reader & vehicle	0.2	22,300	0.2	22,300		(22,000)			net of savings from p/t (was contract)
Facilities Services									
85 Convert to F/T Const Proj Manager & car		22,000		22,000		(22,000)			net of savings from p/t (was contract)
86 Hire Facilities Supervisor	1	63,315	1	63,315		(4,000)			one time cost of equipment in 1st yr
88 Hire Facilities Maint Worker I/II					1	45,825			
Fleet Services									
90 Hire Fleet Services Worker	1	41,270	1	41,270					paid thru cost allocation by Transit
Total General Government	4.35	431,240	3.9	372,255	1.2	9,025	0.4	39,500	
TOTAL OPERATING BUDGET		2,996,300		2,497,995	5.6	394,490	5.8	555,365	
FUNDING SOURCES:									
General Fund	15.7	1,480,987	12.2	1,124,622	4.6	350,875	4.8	499,750	
Transit Fund									
Library Fund	1.0	82,295	0.7	50,665					
Private Sector Trust		9,800		9,800					
Reimbursed by Others	1.0	-	1	-					
Impact Fees		40,000		40,000					
Water Fund		19,866		19,866					
Wastewater Fund		176,866		176,866					
DBCP		5,676		5,676					
Electric Fund	5.2	1,180,810	3.25	1,070,500	1	43,615	1	55,615	
	21.9	2,996,300	17.2	2,497,995	5.6	394,490	5.80	555,365	

PUBLIC SAFETY

POLICE

FIRE

GRAFFITI
ABATEMENT

2001-2002 Significant Expenditure Request

Activity: Police Department Administration
Request Title: Part time Position Addition

Project Description:

Add a part time police officer position to assist with background investigations, training, traffic and CVSA examinations.

Project Objective:

Provide additional staffing to administrative services unit to assist with background investigations, training and administration of CVSA examinations.

Existing Situation:

Currently there is one lieutenant and one corporal assigned to the administrative services section of the Lodi Police Department. Staff assigned to this unit is currently responsible for the investigation of citizen complaints, pre-employment background investigations, training management and other administrative duties as assigned.

Currently an officer from traffic or investigations is taken from their daily duties to administer pre employment as well as criminal CVSA examinations. Much of the time the officer(s) are compensated in overtime which costs the city a considerable amount of money, the approximate rate is \$37.00 per hour.

I would propose adding a part time officer (most likely retired) who would work no more than twenty hours per week to handle CVSA examinations, assist with background investigations, act as tow company liaison and calibration of radar units and alcohol detection devices. State laws mandate calibration of these units every ten days. Currently an officer is taken from regular patrol duties to complete this task taking approximately four hours per week.

Project Costs:

Part time position would be compensated at a rate of \$19.00 per hour which is commensurate with part time park officers. Yearly cost would amount to approximately \$20,000.00.

2001 – 2002 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Support Services Division

REQUEST TITLE: School Resource Officer (Detective)

PROJECT DESCRIPTION:

Add one additional School Resource Officer to our Support Services Division. This would bring our total School Resource Officer program up to four.

PROJECT OBJECTIVE:

The Lodi Unified School District is submitting paperwork to the State of California COPS Office for the cost of an additional School Resource Officer. This request is for a three-year grant cycle. School Resource Officers provide visible law enforcement presence at each high school within Lodi City limits. Officers provide positive interaction between law enforcement and students. The School Resource Officers giving presentations at school rallies and in individual classrooms, attending school sporting events and daily presence at the school accomplish this.

Lodi Unified would to expand the program by providing funding for an additional officer to assist with working the grammar schools and the middle schools.

EXISTING SITUATION:

With three School Resource Officers there is intermittent law enforcement presence/contact at the grammar school and the middle school level. With the annexation of Woodbridge Middle School, and the increased student population, it would be beneficial to have an additional officer assigned to the middle schools. This would “free up” the other officer to dedicate their time to the grammar school age children.

PROJECT COST:

The additional School Resource Officer’s salary and benefits would be reimbursed by Lodi Unified School District via their State COPS Grant (\$64,000). If LUSD does not receive grant funding, this position would not be pursued. If LUSD does receive funding it would be for three consecutive years. At the conclusion of this three-year grant cycle, LUSD and Lodi Police Department would want to make the commitment to split the cost of this officer.

2001 – 2002 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Operations Division & Support
Services Division

REQUEST TITLE: Part-Time Chaplain/Counseling Services Contract

PROJECT DESCRIPTION:

Add one part-time position to continue the Chaplain's counseling services that have been provided to the Police Department and citizens.

PROJECT OBJECTIVE:

The Police Department would like to continue to provide the option of non-denominational spiritual support and counseling, during crisis situations, to Police Department employees, City personnel and citizens.

EXISTING SITUATION:

Currently, the Lodi Police Department has the benefit of a primarily volunteer Law Enforcement Chaplain Program. This program has been in effect for approximately seven (7) years. During this time, the chaplains have been an invaluable resource during the numerous crisis situations that have occurred at the Police Department. The chaplains are not only available to police personnel, but are frequently on-scene to offer guidance and comfort during emotionally charged situations involving the public. The Law Enforcement Chaplain Program has functioned entirely on donations and fund-raising.

PROJECT COSTS:

Contract costs of \$20,000 would provide for a part-time (based on an estimate of 120 hrs. month @ \$13.88), Chaplain. All other program costs would continue to operate via the donation/fund-raising process through an established private 501(c)3 Foundation.

2001-2002 Significant Expenditure Request

Activity: Police Department Administration-Animal Services
Request Title: Upgrade Animal Services Officer to Supervisor

Project Description:

Upgrade the position of Animal Services Officer classification (occupation #24) to an Animal Services Officer Supervisor.

Project Objective:

Provide adequate and equitable compensation for this employee commensurate with the duties and responsibilities of the position.

Existing Situation:

Currently there is one full time Animal Services Officer, two assistants, and part time assistant, a part time kennel person as well as a number of volunteers assigned to the shelter. The additional personnel as well as the increased utilization of volunteers create a need for a supervisory position.

Currently one of the Animal Services Officer acts in a quasi supervisory function in which her duties include scheduling, decision making, training, evaluation of personnel, minor counseling, budgeting and planning. Despite the fact that this position has evolved into additional responsibility the pay has remained the same with the exception of normal pay increases.

I am proposing one position be upgraded to a supervisory position.

Project Costs:

\$6,500.00 per year. This represents a 15% increase, which is consistent with other positions moving from line level position to first line supervisor.

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Fire and Life Safety
REQUEST TITLE: Fire Safety Educational Programs

REQUEST SUMMARY

Request funding for increased Fire Safety Educational programs.

PRIMARY OBJECTIVE

To provide increased education of Fire Safety.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Fire Prevention Bureau has increased our commitment to educational programs and for opportunities to promote fire safety. Additional funding would be used to become more proactive in educating the public through participating at functions such as the Grape Festival, Walk-A-Thons, 4th of July, Street Fair, and the new Eastside Cultural Fair, in addition to funding for the annual Santa program.

The increased level of funding for Fire Safety material is critical for the success of these educational programs for the public. The department has solicited donations from businesses, such as Allstate Insurance and McDonalds which has been used to provide fire safety materials for annual Fire Prevention Week programs at all Lodi elementary schools. We will continue to solicit donations to offset expenditures for materials, a computer, and training.

COST SUMMARY	2001-02	2002-03
Additional Cost		
Supplies, Material and Services	8,000.00	
Total		
Total	\$8,000.00	

ALTERNATIVES

1. Continue with the current funding level - \$10,000.
2. Continued dependence upon donations from businesses
3. Eliminate public education activities

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services- Fire
REQUEST TITLE: Fire Administrative Reorganization - Add one (1) Battalion Chief & five (5) Firefighters to Emergency Services Activity over the two-year budget

REQUEST SUMMARY

Add one Battalion Chief & 5 Firefighters. Along with the redistribution of 3 Battalion Chiefs, the Fire Dept is requesting the addition of one Battalion Chief and five (5) firefighters to the emergency services division of the fire department.

Three additional firefighters will be required in the 2002-03 budget to continue the long-term strategy to ultimately re-staff Fire Station #1 with an engine and truck company. Total department staff increases from 52 authorized personnel to 58 authorized personnel.

PRIMARY OBJECTIVE

To place Battalion Chiefs back on shift schedules to provide closer contact and overall supervision of emergency services personnel while continue to meet the administrative areas needed to meet the functional needs of the fire department.

One firefighter was previously authorized in budget year 2000-2001. This request will authorize two additional firefighter positions to the budget in 2001-02 which will increase previously agreed upon staffing of the new truck/quint from three to four personnel. This staffing is necessary due to the planned relocation of Engine #1 from Station #1 to Station #4. The combined responsibilities of engine and truck company operations warrant four personnel and meet the requirements established in the "Standard of Coverage" documents that was approved in the last budget cycle (1999-2001).

A 4-year plan was developed and agreed upon by the City Manager to re staff Fire Station #1 with a Truck Company and Engine Company. The following two-year budget calls for adding three additional firefighters in 2003-2004 and an additional Captain for Administrative duties in the 2004-2005 budget year. This will allow for Fire Station #1 to be restaffed beginning in July 2003. A request for a new engine will be submitted in the 2003-04 budget.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- 1993 Battalion Chiefs reassigned from 56 hour work week (24 hour shifts) to 40 hour work week.
- Shift supervision insufficient.
- Administrative duties inefficient.
- Reassign B/C's to 56 hour work week.
- Create Training Chief position for improved co-ordination of department training.
- December 2001, Fire Station 4 will open for service.
- December 2001, Lodi Fire Department will take possession of new Truck/Quint.
- December 2001, Engine 1 personnel reassigned to Fire Station #4. Station 1 personnel will be reduced from 6 firefighters to 4. Truck 1 personnel increase from 3 firefighters to 4 firefighters.
- Minimum per shift coverage increases from 13 firefighters including battalion chief to 14 firefighters including battalion chief.
- Long term staffing proposal will require hiring 3 firefighters and one administrative Captain the following two year budget.

ALTERNATIVES

1. Continue present staffing and responsibilities
2. Cover the downtown area with a three person combination truck/engine company
3. Increase truck company to four and move Engine-1 to Station #4
4. Continue present operation and choose not to staff new westside fire station

5. Increase the overtime budget to allow for coverage of vacations, sick leave and other department related leaves requirements with present staff while increasing minimum staffing.

COST SUMMARY	2001-2002	2002-2003
Additional Cost		
Staffing –	306,806.54	179,290.65
Supplies, Material and Services	4,500.00	4,500.00
Minor Equipment		
Total	311,306.54	183,790.65
Savings – overtime	<-95,135.31>	
Net Cost	\$216,171.23	\$183,790.65

PUBLIC UTILITIES

ELECTRIC

WATER

WASTEWATER

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works

REQUEST TITLE: Public Works Contract Field Operations Coordinator for Municipal Service Center and White Slough Water Pollution Control Facility

REQUEST SUMMARY

Add a full-time contract Field Operations Coordinator to City staff for a two-year period, assigned to the Municipal Service Center.

PRIMARY OBJECTIVE

The primary objective is to assist the offices of the Water/Wastewater Superintendent and the Street Superintendent and their respective staffs with deferred and overdue project implementations. This position would be a valuable liaison between Public Works and other departments (i.e., Finance, Human Resources, and Community Development) on various projects.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

During the past several years, and in the immediate future, several new programs have surfaced. These programs have not been and cannot be adequately addressed by current staffing levels. Some areas not yet being addressed are:

- Water rates and user analysis,
- Wastewater rates and user fee (SSUs) analysis,
- NPDES permit needs (White Slough, and Storm Systems),
- Storm drain and environment quality issues,
- Research availability of grants and loans (plant expansion, Eastside infrastructure rebuild)
- Monitor and manage the DBCP Settlement Agreement
- Develop and implement public relations activities (citizens' awareness).

Many of these programs and issues are Federal and State mandates. These mandates require policy and program development and implementation.

This position would serve the Water/Wastewater and Street Divisions. It is proposed that this position would be funded 35% Water, 35% Wastewater, 10% DBCP, and 20% Street. It is anticipated that this position would eventually rotate with a Public Works position at City Hall in order to provide a working knowledge of all phases of the Public Works operation.

Office Space and a computer would be needed for this position. Clerical support would be provided from MSC staff.

ALTERNATIVES

Continue with present practices leaving many of these issues unresolved or inadequately addressed. Deal with the consequences of Federal and State penalties, and/or lost opportunities for badly needed grants and low interest loans.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	\$51,160	
Supplies, Materials, Services	\$3,000	
Minor Equipment	\$2,600	
Capital Equipment - Vehicle		
Total		
Savings		
Net Cost	\$56,760	

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Services

REQUEST TITLE: Professional Services

REQUEST SUMMARY

Provide professional services to perform tasks ranging from administrative support to design and engineering studies. Projects include Broadband Market Survey and Business Model, Multi-Dimensional Benchmarking, and Project Development Legal/Technical Assistance.

PRIMARY OBJECTIVES

To provide the Department with professional and clerical services to support various activities and projects including:

- System design and project review associated with the West Interconnection Project.
- Various studies for fiber optics, city-wide data and SCADA networking.
- Provide technical support, maintenance and education for the Electric Utilities network and server. In addition, network to development of a network to SCADA secure interface.
- Organizational analysis of functional and operational tasks of the Department.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Recent local changes in the communication industry (cable broadband and wireless broadband) coupled with the continued deregulation of the electric providers, and CAISO communication needs have created many opportunities that require professional assistance. In addition, various projects including the west interconnect will create additional spin-off tasks requiring professional services (i.e. legal, environmental, land issues, and technical).

ALTERNATIVES

COST SUMMARY

Additional Costs	<u>2001-02</u>	<u>2002-03</u>
Staffing		
Utilities		
Supplies, Materials, Services		
Minor Equipment		
Savings		
Professional Services	\$ 90,000	
Total	\$ 90,000	

IMPLEMENTATION

To be scheduled in both the 2001-02 and 2002-03 fiscal years.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Office Furniture (replacement)

REQUEST SUMMARY

Replace existing desks and file cabinets with workstations and test equipment furniture.

PRIMARY OBJECTIVE

Provide a work environment conducive to the tasks being performed in today's computer based meter test shop and office.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The existing furniture today are ordinary office desk and file cabinets, all of which have seen significant usage prior to being utilized in the meter test shop and office area. Drawer tracks on several file drawers are completely worn out resulting in drawers jamming and increasing the likelihood of employee injury. Computers have been added to the meter testing operation for both the test phase and for data management, etc. These computers were fitted on to existing traditional but narrow desks leaving an inefficient and very cumbersome work area. It is recommended that the furniture be replaced with computer workstations and properly designed test bench furniture to support the weight of the test equipment. The recommended furniture can be relocated to the new service center when constructed.

ALTERNATIVES

Do nothing – not recommended. This alternative would have staff continue to work with equipment that is worn out and not suited for its utilization.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing		
Utilities		
Supplies, Materials, Services		
Minor Equipment	\$10,000	\$0
Savings		
Total	\$10,000	\$0

IMPLEMENTATION

On approval of this request, the equipment will be purchased.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Electrical Engineer

REQUEST SUMMARY

Add position of Electrical Engineer.

PRIMARY OBJECTIVE

To develop sufficient professional engineering staff to address and promptly respond to the ongoing engineering issues associated with an electric utility the size of Lodi's.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Department has engineering issues, both long range and day to day, that are not being properly addresses or not at all considered. The issues range from system planning and design, protection and coordination, system studies to material and equipment application, specification, evaluation and failure analysis. In addition such matters as power quality, surge protection and large customer energy evaluations are not being performed at all. Staff training of a technical nature and staff technical support is at best extremely limited due to other demands on available personnel.

The Department had two Electrical Engineer positions filled until the summer of 1994 when one was eliminated due to the City's financial situation. The other position has remained vacant since 1996.

Outside professional services have been utilized to assist on specific and definable projects. However, such assistance does not address the daily issues and has proved to impact existing staff, been quite costly and not practical to replace permanent staff. Permanent staff by working on a daily basis with the system gain invaluable knowledge about the system. Such knowledge is lost if outside professional services are utilized in lieu of permanent staff.

It is strongly recommended that this request be approved and the position filled. An Electric Utility the size of Lodi's has sufficient engineering matters on a daily basis to employ two full time Electrical Engineers.

ALTERNATIVES

Do nothing – not recommended. This alternative has hidden costs examples of which are missed opportunities due to poor planning resulting in costly retrofits. Likewise the system's capabilities are not maximized, resulting in underutilized facilities, miscoordination causing excessive outage all of which has an associated cost factor to both the City and its customers.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing	\$76,600	
Utilities		
Supplies, Materials, Services		
Minor Equipment	\$6,500	
Savings		
Total	\$83,100	

IMPLEMENTATION

Upon approval, recruitment will be initiated for the position.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Temporary AutoCAD Technician

REQUEST SUMMARY

Funding for temporary AutoCAD Technician in the Engineering Section.

PRIMARY OBJECTIVE

To maintain electrical maps and diagrams, construction specifications and engineering drawings and standards current. In addition this position will assist existing staff with drafting tasks on various maintenance projects.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Department has a large amount of maps, drawings and diagrams that has been developed over the years as the system expanded. These records are at present in good condition and must remain such in order to maintain a safe work environment for maintenance, construction and operating personnel. The workload on the Department's staff, both present and in the foreseeable future, does not allow such records to be properly maintained. The Electric Department is also committed to making significant improvements to the electric system over the next 5 years and as a result will need to augment existing AutoCad staff in order to prepare the necessary drawings for this additional maintenance workload within an acceptable timeframe. The addition of a temporary AutoCad technician (25% full time equivalent) will provide the necessary relief.

ALTERNATIVES

Do nothing – not recommended. This option would let existing records deteriorate and would cause significant delays for the Department in fulfilling its goal of improving the system and would impact the safety of the work environment, especially for field people.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing	\$15,000	
Utilities		
Supplies, Materials, Services		
Minor Equipment		
Savings		
Total	\$15,000	

IMPLEMENTATION

Upon approval, the current temporary AutoCAD Technician will continue to assist Engineering Staff.

2001-2003 Financial Plan and Budget SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Administrative Clerk

REQUEST SUMMARY

Add the position of Administrative Clerk to work in the Electric Construction and Maintenance Division. This request also includes necessary office furnishings and a personal computer workstation.

PRIMARY OBJECTIVE

To increase staffing level to perform the more technical clerical type duties specific to the Electric Construction and Maintenance Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Department is always striving for efficiency in all areas. At this time, this division functions without fully dedicated clerical support, utilizing the time of the departments full time Administrative Clerk on a limited, time-permitting basis. A large portion of the clerical duties and record keeping is currently being done by the Electric Utility Superintendent, the Construction/Maintenance Supervisor, the Technical Service Manager and the Apparatus Mechanic. The Administrative Clerk now performs all duties assigned from all divisions; the Construction/Maintenance Division is allocated approximately 20% of the clerk's time. The existing filing system and record keeping methods are in serious need of reorganization, updating and consolidation. The Maintenance/Inspection records required by General Order #165 needs to have a program developed and computerized, as well as yearly reports that are required by the Public Utilities Commission. This position will enable the record keeping and clerical work of the Electric Construction/Maintenance Division to be brought up to an adequate level of standards and will allow compliance with regulations, legislation, and General Orders.

Duties will include but are not limited to the following:

Provide customer support services by receiving calls from customers for scheduling of inspections. Work with the Superintendent and Construction/Maintenance Supervisor to schedule daily Service Orders; develop and maintain updated customized databases for safety, training, tool and equipment inventories, General Order #95 (Tree Trimming), General Order #128, General Order #165 (mandated interval inspections of overhead and underground electrical system). Prepare yearly reports required by the Public Utilities Commission; class A drivers license and drivers physicals; inspection records for all field equipment which require periodic inspections. Maintain purchase orders records; verify shipments of materials and equipment received prior to releasing invoices for payments. Obtain price quotes; ship parts for repairs and returns; assign budget account numbers to invoices after verifying prices; draft and/or type letters, memorandums, and electrical reports as instructed. Type and assemble material and equipment specification documents required to obtain bids for material or services; recap payroll hours worked and maintain sick leave, overtime and vacation records for division employees. Type and assemble preliminary budget documents for the division; organize and post safety meetings, take and post meeting minutes.

This position will significantly reduce the time the Electric Superintendent (20%), Construction/Maintenance Supervisor (20%), Technical Service Manager (25%), Apparatus Mechanic (25%) spend on record keeping and clerical work, which will result in more time spent on technical duties relating to utility services and training.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ALTERNATIVES

Continue with the Electric Superintendent, Construction/Maintenance Supervisor, Apparatus Mechanic and Technical Services Manager doing the record keeping and clerical work (not recommended).

COST SUMMARY

Additional Costs	2001-2002		
Administrative Clerk	\$ 21,196		
Overhead	\$ 5,088		
Computer Workstation & Furniture	\$ 12,000		
Total	\$ 38,284		
Savings	\$11,075		
Net Cost	\$27,209		

**FINANCE 2001-2003
IMPLEMENTATION**

Upon approval, implement during 2001/2002 fiscal year.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Line Crew One (1) Electric Foreman/Forewoman and Two (2) Electric Lineman/Linewoman

REQUEST SUMMARY

To fill the position of one (1) Electric Foreman/Forewoman and two (2) Electric Linemen/Linewomen to work in the Construction/Maintenance Division. This request also includes the necessary line/digger truck, one ton flatbed truck and tools and equipment necessary for the new Linecrew to perform their job assignments.

PRIMARY OBJECTIVE

To increase the Line section's staffing level by one (1) Electric Foreman/Forewoman and two (2) Electric Linemen/Linewomen in response to increasing maintenance of an aging electric system and the demands of the constantly changing and expanding City. Also, to fully implement G.O. 165 inspection intervals and repairs to the electric system as required.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past five (5) years the Construction/Maintenance Division has employed continuously two (2) to seven (7) contract Lineman and/or Groundmen.

In October, 1998 the California Public Utilities Commission imposed prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each Electric Utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. Due to previous, present and future workloads, the Construction/Maintenance Division has not been able to implement G.O. 165 inspections to the standards required by the California Public Utilities Commission.

Due to the aging of the electric system, it is necessary to add personnel in the Electric Construction/Maintenance Division of the Electric Utility Department. The reliability and safety of the electric system is seriously threatened. The underground system requires extensive replacement and rebuilding. Pole replacement is invariable, and replacement of butt rotted poles is a critical safety issue. A high percentage of our overhead primary and secondary conductors need replacing. With this comes extensive rebuilding of the pole apparatus. The Electric Utility needs to inspect, engineer, and implement the replacement and rebuilding necessary to ensure that customer service remains reliable, and that the safety of the citizens of Lodi and the crew is not jeopardized. With the condition of the aging equipment, the electric system reliability is seriously threatened. In the upcoming competitive market, it is essential that we maintain and build on a reputation of quality and reliability.

ALTERNATIVES

Continue to operate with existing personnel, and let the system continue to degenerate, and not implement G.O. 165 inspections which are mandated by the Public Utilities Commission.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

OST SUMMARY

Additional Costs	2001-2002		
One (1) Foreman/Forewoman	\$ 65,354		
Two (2) Linemen/Linewomen	\$ 118,810		
Overhead	\$ 44,200		
Digger/Linetruck	\$ 210,000		
One Ton Flatbed Truck	\$ 60,000		
Tools and Equipment	\$ 35,000		
Total	\$ 533,364		

**FINANCE 2001-2003
IMPLEMENTATION**

Upon approval, implement during 2001/2002 fiscal year.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Construction and Maintenance
REQUEST TITLE: Contract Personnel, Material and Equipment

REQUEST SUMMARY

To hire contract personnel, buy additional material and tools and rent equipment.

PRIMARY OBJECTIVE

To maintain adequate personnel, buy materials and tools and rent equipment that is necessary to provide continuity of reliable service to the electric customers of the City of Lodi.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Construction/Maintenance Division is requesting funds to employ Contract Linemen/Linewomen and Contract Groundmen/Groundwomen. Contract personnel are used to augment the Linecrews during times when there is an excessive work load. The extra personnel will enable the linecrews to keep abreast with services to new commercial customers, installing sub-structures and electric systems for new sub-divisions, providing services to new residential customers and maintaining overhead and underground electric systems.

In October, 1998 the California Public Utilities Commission imposed prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each electric utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. A full-time two-person crew will be needed to implement and accomplish this task.

The following list is the major projects planned for construction during the 2001/2003 fiscal years.

- Construction of a new 60kV overhead and underground circuit from White Slough to Lower Sacramento Road.
- Rebuilding the downtown underground electric system.
- Replacement of wood poles that do not pass inspection.
- Replacement of faulty underground equipment found during inspection of the underground electric system.

The use of contract personnel will be a saving to the City of Lodi Electric Utility during the time when there is no excessive workload. The contract personnel will be laid off.

ALTERNATIVES

Not hiring the contract personnel will result in degradation of service to new electric customers.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

LOST SUMMARY

Additional Costs	Account No.	2001-2002	2002-2003
Staffing	160650	\$ 121,281	
	160651	80,854	
Supplies, Materials, Services	160650 7300	40,000	
	160650 7700	30,000	
	160651 7300	15,000	
	160651 7700	45,000	
Equipment Rental	160650	30,000	
	160651	15,000	
Total		\$ 377,135	

FINANCE 2001-2003
IMPLEMENTATION

Upon approval, implement during 2001/2002 and 2002/2003 fiscal years.

2001 - 2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Groundperson/Apprentice Lineman/Linewoman

REQUEST SUMMARY

Establish the position of Groundperson/Apprentice Lineman/Linewoman

PRIMARY OBJECTIVE

To increase staffing level to provide the Electric Utility Department with an entry level position for Linemen/Linewomen.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

At this time and over the past few years, there has been a shortage of journey-level linemen/linewomen in the State of California and surrounding areas. Local Union 1245 I.B.E.W. (International Brotherhood of Electrical Workers) has been inadequate in providing the City of Lodi Electric Utility Department with qualified journey-level linemen/linewomen.

The implementation of an apprenticeship program will help to alleviate this problem. Providing on-the-job skills and training into a technical career will attract employees from other City Departments and the citizens of Lodi.

The program will provide five years of training and study to reach journey-level lineman/linewoman status. The successful applicant will work as a groundman/woman for a minimum of twelve months, evaluated monthly. If successful, the applicant will start a four-year apprenticeship program of intense study and hands-on training.

The Memorandum of Understanding between City of Lodi and Local 1245 International Brotherhood of Electrical Workers, from February 9, 1998 to December 31, 2002, Article III, Section 4-6 states the City of Lodi intends to establish an apprenticeship program during the term of this MOU.

ALTERNATIVES

Continue hiring journey-level linemen/linewomen from the limited sources available with no entry-level position in the Electric Utility Department. Also will be disregarding the Memorandum of Understanding between the City of Lodi and Local #1245 I.B.E.W.

COST SUMMARY

Additional Costs		2000/02	2002/03
	Staffing		\$ 38,890
	Overhead		\$ 11,724
	Supplies, Materials, Services		\$ 2,000
	Training		\$ 3,000
	Total		\$ 55,614

FINANCE 2001-2003
IMPLEMENTATION

Upon approval implement during 2002/2003 fiscal year.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Substations and Systems
REQUEST TITLE: Contract for Professional Services (Painting)

REQUEST SUMMARY

Contract for Substation Equipment Painting

PRIMARY OBJECTIVE

Prevent further degradation of exterior surfaces of substation equipment.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR

The exterior surfaces of the power substation transformers and power circuit breakers are in need of painting.

Damage to the exterior surfaces of the power circuit breakers and transformers have caused rust to form. This rust will in time cause the transformer cooling radiators and tap changers to leak oil. Due to the expertise needed in applying the commercial coatings needed for this type of equipment, contracting for this service is necessary.

ALTERNATIVES

Delay painting to a later budget cycle. (Not recommended.)

DST SUMMARY

Additional Costs	2001-2002		2002-2003
Sub Contract	\$ 20,000.00		
Total	\$ 20,000.00		

FINANCE 2001-2003
IMPLEMENTATION

Bid and contract each budget year 2001-2002 and 2002-2003.

TRANSPORTATION

STREETS

STORMDRAINS

TRANSIT

2001 - 2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works / Street Division and Water/Wastewater Division
REQUEST TITLE: Municipal Service Center Administration

REQUEST SUMMARY

Add a full-time permanent Administrative Clerk to City staff.

PRIMARY OBJECTIVE

1. Maintain competent employees.
2. Bring this employment practice in compliance with City policy.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For more than 15 years, there has been a part-time clerical position at the Municipal Service Center. This position serves the Water/Wastewater and Street Divisions. This position started out as half-time. After approximately seven years, it grew into a three-quarter time position. For the last four years, this position has consistently operated at full time. In addition to this, overtime has increased and the need to contract with temporary agencies has become much more common. These contract employees have averaged three to four-month assignments each year, over the past several years. The new CalPERS insurance program will increase the cost of this temporary position.

ALTERNATIVES

1. Continue as we are.
2. Send some of the workload to other clerical throughout the City.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$33,400	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings Reduce Part-Time Funding	<14,500>	
Net Cost	\$18,900	

IMPLEMENTATION

If this request were approved, the normal hiring process would be exercised.

2001 - 2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works / Street Division and Water/Wastewater Division
REQUEST TITLE: Municipal Service Center Administration Temporary Services

REQUEST SUMMARY

This request is to provide funding to hire, when needed, short-term secretarial assistance from a temporary agency.

PRIMARY OBJECTIVE

1. To maintain production demands during peak periods.
2. To fill in for permanent staff when needed.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the last four years, there has been reoccurring need for this type of service at the Municipal Service Center. Therefore, this request is being based on past practice.

ALTERNATIVES

1. Don't fund in advance for this type of need and address it at year-end with a special allocation.

COST SUMMARY		2001-02	2002-03
Additional Costs			
Staffing		\$10,100	
Supplies, Materials, Services			
Minor Equipment			
Total			
Savings	Reduce Part-Time Funding		
Net Cost		\$10,100	

IMPLEMENTATION

If this request is approved, the implementation would occur when needed.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Public Works – Flood Control**REQUEST TITLE:** Stormwater Pollution Prevention Plan and NPDES Permit**REQUEST SUMMARY**

This request is to retain a consultant to assist in preparing Federal and State mandated stormwater pollution prevention plan and acquire the needed National Pollutant Discharge Elimination System (NPDES) Phase II permit.

PRIMARY OBJECTIVE

All cities with a population over 100,000 fall in the Phase I plan and are already required to have obtained a stormwater discharge permit. Cities with a population under 100,000 fall into the Phase II plan and are required to obtain a stormwater discharge permit by March 10, 2003. A major requirement of obtaining a permit is to identify and put into place Best Management Practices (BMPs) to eliminate pollutants from entering our waterways.

It is anticipated that the Central Valley Regional Water Quality Control and others will be bringing heavy fines to those agencies not in compliance by the deadline. This is an unfunded mandate. Areas to be addressed are Mokelumne River discharges, Woodbridge Irrigation Canal discharges, commercial and industrial facilities discharges, street cleaning practices, and construction activities.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Phase II of the NPDES deadline is March 10, 2003.
- Environmentally the correct action to support.
- Protect the City from potentially significant fines/lawsuits (citizen).

ALTERNATIVES

Staff can find no acceptable alternatives.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$50,000	
Minor Equipment		
Total		
Savings		
Net Cost	\$50,000	

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Street Sweeping Increase

REQUEST SUMMARY

This request is to increase street sweeping from once a month to once every two weeks.

PRIMARY OBJECTIVE

In 1993, the City drastically reduced its street sweeping activities from once every 12 working days to once a month. Since then, the City has grown and, more importantly, awareness of the direct relationship of sweeping and storm water pollution has grown as well. Our storm system drains directly into the Mokelumne River or the Woodbridge Irrigation District Canal. The most cost-effective way to remove pollutants, dirt and debris from entering our storm system is to get it picked up before it has a chance to get into our waterways. During the next couple of years, the City will have to obtain a storm water permit under the NPDES Phase II regulations and increased street sweeping is a typical "Best Management Practice".

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Reduction in pollutants, dirt and debris entering the storm system.
- Environmentally responsible.

ALTERNATIVES

Continue with present practices.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$82,000	
Minor Equipment		
Total		
Savings		
Net Cost	\$82,000	

IMPLEMENTATION

If funding is approved, staff would present to Council options with regard to providing service in-house, the use of contract services or a combination of both.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works**REQUEST TITLE:** Street Trench Damage Assessment Study

REQUEST SUMMARY

This request is to hire a consultant to provide a Trench Damage Assessment Study.

It is common knowledge that cutting trenches into roadways has a negative effect on the life of that roadway. This effect varies from location to location. Damage has been measured up to six feet on each side of a trench. This accelerates the need for maintenance and influences future asphalt overlay design during rehabilitation.

PRIMARY OBJECTIVE

It is anticipated that the City will adopt a trench fee ordinance as a result of this study.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Increased trenching due to communications cable of various types and replacement of water, sewer, and electric facilities.

ALTERNATIVES

Continue with present practices.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$35,000	0
Minor Equipment		
Total		
Savings		
Net Cost	\$35,000	0



Civil Consulting
Pavement Management
Asphalt Technology
Construction Services
Asset Management

January 25, 2001

Job No: 01027

City of Lodi
1331 South Ham Lane
Lodi, CA 95242-3995

Attn: Mr. George Bradley
Street Superintendent

Subject: Proposal to Provide a Trench Damage Assessment Study

Dear Mr. Bradley:

It is our pleasure to provide this proposal for your consideration.

BACKGROUND

The City of Sacramento had a Trench Damage Assessment Study performed in 1996/97, in which it was determined that in their city there is significant pavement damage adjacent to retrofitted utility trenches due to the relaxation of soils during trenching. The testing program was a comparative deflection analysis performed by CHEC Consultants. Damage was measured up to 6 feet on each side of a trench. For trenches running longitudinal with the roadway, remediation would require an additional 1-1/2 inch of AC overlay during rehabilitation. For patches and trenches running transverse to the roadway, remediation would require full-depth AC repairs extending 3-1/2 feet beyond the trench limits in preparation for an AC overlay. The City elected to pass an ordinance charging \$3.50 per lineal foot as a maximum fee which was a compromise position between full recovery of costs and the political need to be fair.

Since the Sacramento study, CHEC has tested over 200 trench analyses in approximately 16 cities. The average damage measured from all studies was an additional overlay requirement of 1.8 inches with a zone of influence of 10.4 feet.

Variables that may influence the extent of damage that could occur during trenching include traffic, age of pavement and subgrade soil type. Pavement design tends to eliminate the effects of traffic and subgrade soils except that in very rigid soil types, there may be less impact due to trenching.

SCOPE OF LODI STUDY

It is our recommendation that this study involve no less than 15 sites. Test sites should vary in age, traffic levels and soil areas. We will need five or six transverse trench sites to verify the zone of influence. The remaining trenches will be used to determine increased overlay requirement.

This proposal includes a limited amount of soil auguring and sampling along with coring which is required for the analysis of the deflection data.

The proposed study is not intended to be a stand alone, statistically viable separate study but is intended to have enough test sites to verify when and where trench damage as it occurs is similar to Sacramento's and many of the other studies that have been performed in the past few years.

The testing and analysis program outlined for this study involves the following major tasks:

TASK A: Attend a series of meetings, we anticipate two, to determine certain parameters in regard to the subject study; e.g., study zones, traffic classifications, materials usage, soil types, City standard repairs.

TASK B: After review of all the information and the preliminary meetings, we will perform a final selection of sections for further evaluation. All sections will be located to a set reference point for future relocation. All sections will be deflection tested with a DYNAFLECT using State of California Test Method 356. We will core the tested areas to determine existing AC, PCC, base thicknesses and type. We will augur base and subgrade samples from selected core sites for soil testing.

TASK C: We will perform an analysis on all information obtained. This analysis will be used to make comparisons from which conclusions can be drawn.

TASK D: We will provide a full report of the findings. Our final report will include all supporting data, assumptions and references.

SERVICES PROVIDED BY THE CITY

The City can save considerable consulting fees by providing the following services for this study:

1. The City will preselect at least 15 known longitudinal trench sites where the location of the trench is visible, conforming to variations in traffic and different areas of the City. Additionally, the City should select at least 10 transverse trench cut areas. CHEC Consultants will choose the final 15 trenches for testing from the City's list.
2. The City is to provide a Traffic Index for each segment and required permits.

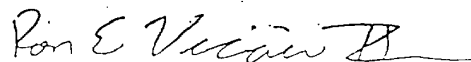
Our proposal does not include the above tasks.

COST OF SERVICES

Table 1 provides a cost estimate breakdown of services for each task identified. We have estimated that the total fees for the testing, analysis and report as discussed should not exceed \$32,765. The unknown extra is the number of meetings that may be needed to explain issues to the Council, management, utility companies or others involved.

We are prepared to start this project within one week of your approval of this proposal. The entire study may take about 2-1/2 months to complete.

Very truly yours,
CHEC CONSULTANTS, INC.



Ron E. Vicari II
Manager
Staff Engineer

TABLE 1

ESTIMATED COST BREAKDOWN
TRENCH DAMAGE ASSESSMENT STUDY
CITY OF LODI
JOB NO: 01027

Task A: Initial Project Setup and Meetings

18 hours Associate Engineer @ \$105/hr.	\$ 1,890
9 hours Consulting Engineer @ \$150/hr.	1,350
Mobilization	<u>600</u>
Subtotal	\$ 3,840

Task B: Field Testing, Coring, Sampling and Defect Identification
(Based on 8 to 10 test locations)

15 hours Associate Engineer @ \$105/hr.	\$ 1,575
36 hours Deflection Testing @ \$225/hr.	8,100
33 hours Technician Aid @ \$70/hr.	2,310
15 hours Coring/Auguring @ \$150/hr.	2,250
Mobilization	1,200
9 days Per Diem @ \$95/day	855
Patch Mix, Photos, Etc. (Miscellaneous Allowance)	375
Traffic Control	<u>4,200</u>
Subtotal	\$20,865

Task C: Data Analysis and Cost Calculations

12 hours Staff Engineer @ \$95/hr.	\$ 1,140
9 hours Data Analysis @ \$100/hr.	900
6 hours Associate Engineer @ \$105/hr.	630
12 hours Drafting @ \$75/hr.	900
6 hours Consulting Engineer @ \$150/hr.	900
Laboratory Testing (Allowance)	<u>800</u>
Subtotal	\$ 5,270

TABLE 1(Continued)

Task D: Final Report

18 hours Staff Engineer @ \$95/hr.	\$ 1,710
6 hours Associate Engineer @ \$105/hr.	630
3 hours Consulting Engineer @ \$150/hr.	<u>450</u>
Subtotal	\$ 2,790
PROJECT TOTAL	\$32,765

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Public Works
REQUEST TITLE: Contract Landscape Maintenance Increases

REQUEST SUMMARY

This request is to provide funding for new landscaped areas approved by council that will to be added to the City Landscape Maintenance contract during the next 2-year budget cycle.

PRIMARY OBJECTIVE

The primary objective is to cover the added costs of maintaining additional new landscaped areas due to new subdivision landscaped walkways and street median landscape improvements. These new sites will add a significant increase of area and maintenance. These areas are not currently included in the 2001 – 2003 budget proposals. The exact start date is not yet known.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Lower Sacramento Road median
- South Hutchins Street and Kettleman Lane median
- New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7

ALTERNATIVES

None

COST SUMMARY	2001-02	2002-03
Additional Costs		
Lower Sacramento Median	\$29,000*	\$29,000**
South Hutchins Street and Kettleman Lane median	\$10,500*	\$10,500**
New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7, based on 6 months maintenance	\$93,000*	\$93,000**
Total	\$132,500	\$132,500
Net Cost	\$132,500	\$132,500

*6 months, fiscal year 2001- 2002

**additional funding to meet full fiscal year 2002-2003 maintenance

IMPLEMENTATION

If funding is approved, funds would only be used as new landscaped areas are added.

LEISURE, CULTURAL & SOCIAL SERVICES

PARKS

RECREATION

LIBRARY

COMMUNITY
CENTER

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Recreation Administration
REQUEST TITLE: Full Time Administrative Clerk

REQUEST SUMMARY

Hire a full time Administrative Clerk for front office operations in the Recreation Division.

PRIMARY OBJECTIVE

To provide quality customer service and clerical support for the Recreation Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For many years, the Recreation Division front office clerical staff has consisted of one full time Sr. Administrative Clerk supplemented by two 1500-hour part time clerk positions. The front office staff provides customer service to thousands of citizens each year as well as provides clerical support to three recreation supervisors and numerous program coordinators.

In the summer of 2000, one long-term clerk was put on an employment contract. This request is to make the contract employee full time.

ALTERNATIVES

1. Continue this employee on a contract basis

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$35,855	
Supplies, Materials, Services		
Minor Equipment		
Total	\$35,855	
Savings	-\$17,982	
Net Cost	\$17,873	

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration

REQUEST TITLE: Part-time Intern/CAD Operator

REQUEST SUMMARY

Hire part-time CAD operator to assist in preparation of construction drawings for park improvement projects. By doing in-house design, we are able to save upwards of \$100,000 per year in consulting fees, which allows us to put these savings back into projects.

PRIMARY OBJECTIVE

To save consultant fees by accomplishing in-house design of our park projects. To efficiently and economically accomplish the in-house design of our projects for a complete package of construction drawings and specifications.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Our department has successfully proven that we can save outside consulting fees by doing construction drawings and specifications in-house. This position provides the necessary staffing to accomplish our objectives efficiently. In addition, the city will be receiving approximately \$500,000 for park projects in per capita funds from Proposition 12. This position will assist in the design portion of those projects.

ALTERNATIVES

1. Use outside consulting services. This alternative would leave fewer funds available for construction.
2. No CAD Operator. This alternative would cause us to turn this task over to Public Works staff, which in turn would greatly delay projects.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$10,810	
Supplies, Materials, Services		
Minor Equipment		
Total	\$10,810	
Savings		
Net Cost	\$10,810	

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Aquatics**REQUEST TITLE:** Lifeguard**REQUEST SUMMARY**

Hire (1) part-time lifeguard to guard the beach extension created by the Lodi Lake Trail project.

PRIMARY OBJECTIVE

To provide a safe atmosphere, with adequate supervision, for the community and staff at the Lodi Lake beach.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In November/December the city started phase one of Lodi Lake Trail Project. This has therefore created a larger swim area, which will require the presence of an additional lifeguard.

ALTERNATIVES

1. Staff the beach with current levels.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$3,900	
Supplies, Materials, Services		
Minor Equipment		
Total	\$3,900	
Savings		
Net Cost	\$3,900	

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics

REQUEST TITLE: Swim Instructors

REQUEST SUMMARY

Hire (5) part time swim instructors for one additional swim lesson session (2 weeks/ Aug 20-Aug 31).

PRIMARY OBJECTIVE

Provide additional (300) opportunities for children to learn how to swim.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Citizen requests for late summer swim lesson opportunities.

ALTERNATIVES

Provide no sixth session of swim lessons.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$3350	
Supplies, Materials, Services		
Minor Equipment		
Total	\$3350	
Savings		
Revenue	\$3600	55000
Net Cost	<\$250>	

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Sports Facilities**REQUEST TITLE:** Two Full Time Laborers for General Sports Facilities Maintenance**REQUEST SUMMARY**

Hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of sports facilities in support of recreational programming.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$36,255	\$36,895
Supplies, Materials, Services		
Minor Equipment		
Total	\$36,255	\$36,985
Savings	-\$14,960	-\$14,210
Net Cost	\$21,295	\$22,775

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Sports Facilities

REQUEST TITLE: Full Time Laborer for National Guard Armory and American Legion Buildings

REQUEST SUMMARY

Hire one full time employee for maintenance of National Guard Armory and American Legion buildings if the city acquires them.

PRIMARY OBJECTIVE

To maintain Armory and Legion Buildings for Recreation Sport Activities and Rentals. Impact is significant to bring these buildings on line, not only with the facilities, but also the mowing and edging. With the addition of these two buildings for Sport Activities and Rentals, this will place significant impact on our ability to maintain our other parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Armory and Legion Buildings. We currently do not have enough space for sport activities and rentals. We are asking for a full time laborer to allow for maintenance. Additionally, these facilities need attention especially in the area of hardwood floor maintenance, restroom maintenance, edging and trimming.

ALTERNATIVES

1. To defer maintenance until a current employee has finished his duties.
2. To contract out maintenance.
3. Staff with part time.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	\$39,255	
Supplies, Materials, Services		
Minor Equipment		
Total	\$39,255	
Savings		
Net Cost	\$39,255	

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001 or when facilities are acquired.

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Parks and Recreation**REQUEST TITLE:** Operating Expenses for American Legion Building

REQUEST SUMMARY

Operating expenses for use of the American Legion building by the Parks and Recreation Department to include program staff, utilities, janitorial supplies, miscellaneous supplies, repairs to building, lease payments, insurance, and taxes.

PRIMARY OBJECTIVE

To provide the community with much needed indoor space for recreational programs and community uses.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The department is in the process of securing use of the American Legion building for indoor recreational programs and community uses. Once secured, the city will be responsible for ongoing operational costs of the facility. It is anticipated that through program fees and community use fees, the costs associated with this request will be recovered.

ALTERNATIVES

1. Discontinue pursuing use of the facility and maintain current level of programming.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$10,000	
Supplies, Materials, Services	\$46,100	
Minor Equipment		
Total	\$56,100	
Savings		
Net Cost		

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Lodi Lake Park
REQUEST TITLE: Part time Irrigation Installer

REQUEST SUMMARY

One 1500 hour additional part time laborer to help finish installing irrigation and Maxicom water system on the south section of the park.

PRIMARY OBJECTIVE

To assist in the installation of automatic and Maxicom irrigation system on the south sections of the park. Would also be available to install Maxicom clocks in other parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A major objective to upgrade the deficiencies at Lodi Lake is to install automated irrigation in the park. In order to accomplish this maintenance saving objective is to do the work with park crews through out the year.

ALTERNATIVES

1. Continue to experience excessive maintenance hours to irrigate the park by hand.
2. Contract out this work at a much higher cost.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	\$12,640	
Supplies, Materials, Services		
Minor Equipment		
Total	\$12,640)
Savings		
Net Cost	\$12,640	

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001.

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Park Maintenance**REQUEST TITLE:** Part Time Laborer for Lodi Lake Park**REQUEST SUMMARY**

Hire one part-time employee 1500 hours for maintenance of Lodi Lake Park. With the completion of the new Beach area landscaping (under construction), this will place significant impact on our ability to maintain the rest of the park. With the addition of this person we will have a better control on maintenance of the Wilderness Area, West Bank and the rest of Lodi Lake Park.

PRIMARY OBJECTIVE

To maintain Lodi Lake Park Beach area which is currently under construction and help with the maintenance of the Wilderness Area and West Bank.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Lodi Lake Park. With the completion of the new Beach area, we will have additional maintenance with all the new landscaping. We are asking for 1500 hours of part-time hours to allow for maintenance. Additionally, Wilderness Area and West Bank (13 Acres west of Lodi Lake) need attention especially in the area of edging, trimming and spraying.

ALTERNATIVES

Attempt to complete maintenance to the best of our ability.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$11,505	
Supplies, Materials, Services		
Minor Equipment		
Total	\$11,505	
Savings		
Net Cost	\$11,505	

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Park Maintenance**REQUEST TITLE:** Two Full Time Laborers for General Park Maintenance**REQUEST SUMMARY**

Hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of parks and facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of general parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$36,255	\$36,895
Supplies, Materials, Services		
Minor Equipment		
Total	\$36,255	\$36,985
Savings	-\$17,130	-\$13,300
Net Cost	\$19,125	\$23,685

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Library**REQUEST TITLE:** Purchase a digital copier**REQUEST SUMMARY:**

Purchase a digital copier with printer networking capabilities for library staff use

PRIMARY OBJECTIVE:

- 1) Streamline copying tasks by providing a copier with the following features
 - a) collating,
 - b) duplexing (two-sided copying),
 - c) multiple paper trays, etc.
- 2) Provide the capacity to create quality copies
- 3) Reduce the repair bills for copying
- 4) Provide the opportunity to store document masters digitally and generate copies as needed

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The copier currently available for staff used is a refurbished Minolta. No additional features such as duplexing, collating, stapling, automatic document feed, etc. are available on the machine. The machine overheats during minor copying jobs on colored paper. Considerable staff time is used in larger copying projects or the project is taken to city hall. The copier model under consideration for purchase provides the necessary features and the option to add new features in the future. The maintenance agreement includes toner, parts and labor for up to 90,000 copies.

ALTERNATIVES:

Continue to use the existing copier; lease a digital copier for \$211 monthly plus a per copy charge of .012, 36 month service agreement applies.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	1,500	
Minor Equipment	8,500	
Total	10,000	
Savings	200	
Net Cost	9,800	

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**ACTIVITY:** Library**REQUEST TITLE:** Open the Library for Service on Sundays for 4 Hours**REQUEST SUMMARY:**

Extend the library's hours of service to include 1-5 PM on Sunday. Provide full library services including

- 1) Professional reference services,
- 2) Circulation services and
- 3) Internet access

PRIMARY OBJECTIVE:

- 1) Enhance the public's access to information and the library's resources
- 2) Provide library services when other libraries are unavailable to students and information seekers
- 3) Hire one half-time reference librarian to share in providing professional information services on Sundays

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Currently the library is open 60 hours per week. Area school libraries, academic libraries, and county public libraries are closed on Sunday. Patterns of daily life are changing, more residents are experiencing lengthy commutes to the Bay Area resulting in a need for more weekend hours. In 1995 fourteen (14%) percent of the library users polled in a survey requested more weekend hours, many asking specifically for Sunday hours. Members of the public frequently ask library staff and board members about opening the library on Sunday.

ALTERNATIVES:

Provide access to information only through a telephone reference service on Sunday.

Open the library with limited services; for example, as a reading room with no materials checkout available and no assistance in finding information.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	49,628	
Supplies, Materials, Services	12,000	
Minor Equipment		
Total	61,628	
Savings		
Net Cost	61,628	

[illegible]

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Library
REQUEST TITLE: Part-time Reference Librarian

REQUEST SUMMARY:

Hire one part-time professional librarian to provide information services during peak times (weekday afternoons, and weekends)

PRIMARY OBJECTIVE:

- 1) Increase customers' access to information by providing a professional librarian to assist in finding information throughout the library's various collections.
- 2) To increase the customer's satisfaction with library services
- 3) Position the library with additional staffing to accommodate extending the library's hours of service
- 4) Provide the opportunity for professional staff to extend library services through outreach to the community.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The library has increased its collection and varied its information formats in recent years. The reference staff has increased its involvement in outreach activities with community groups. The introduction of the Internet as a reference tool has increased the staff's ability to answer more complicated reference queries. Although the introduction of the Internet in homes has decreased the numbers of customers questions, the level of complexity and the amount of staff time required to provide an accurate answer has increased. In addition, the introduction of Internet stations for the public access has greatly impacted the reference desk activities. During peak times especially after school, the volume of reference help required by the public increases. On weekends no reference service is available when the full time reference librarian is at lunch.

ALTERNATIVES Continue current staffing levels with no reference desk coverage during lunches and vacations. Unable to increase library service hours or community outreach activities.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	20,667	
Supplies, Materials, Services		
Minor Equipment		
Total	20,667	
Savings		
Net Cost	20,667	

Significant Expense and Staffing Change Part-Time Reference Librarian

2001-03 FINANCIAL PLAN AND BUDGET									
TEMPORARY/PART-TIME REQUEST									
DEPARTMENT:	Library								
ACTIVITY:	Information Services			ACCOUNT NUMBER:		210801			
		Est Time	Hourly	Total	115	121	122	125	
Job Title	Purpose	Utilized	Rate	Request	Medicare	PERS	Social	Unemployment	TOTAL
1	2	3	4		Insurance		Security	Insurance	REQUEST
					6	7	8	9	10
2001-02									
Part-Time Lib I	Reference	1040	18.91	\$ 19,666.40	\$ 285.16	\$ 678.49		\$ 36.38	\$ 20,666.44
	Total			\$ 19,666.40	\$ 285.16	\$ 678.49		\$ 36.38	\$ 20,666.44
2002-03									
Part-Time Lib I	Reference	1040	18.91	\$ 19,666.40	\$ 285.16	\$ 678.49		\$ 36.38	\$ 20,666.44
	Total of Items Above			\$ 19,666.40	\$ 285.16	\$ 678.49		\$ 36.38	\$ 20,666.44
Specific Instructions:									
Column 3: Identify the time required (Example: 100 hours)									
Column 4: Use the appropriate salary rate from the part-time/temporary rates									
Column 5: Multiply the amounts in Columns 3 and 4									
Column 6: Multiply the amount in Column 5 by .0145 if the employee is subject to Medicare (hired after 3/1/86)									
Column 7: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 8: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 9: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 10: Add columns 5 thru 9									

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square – Performing Arts Center

REQUEST TITLE: Hire Full Time Stage Tech Manager for the Hutchins Street Square Theatre

REQUEST SUMMARY Hire a full time Stage Tech Manager to handle the operation and management of the Theatre and conference rooms at Hutchins Street Square.

PRIMARY OBJECTIVE

1. Expand the use and operation of the theatre and conference rooms
2. Provide greater customer service
3. Increase efficiency
4. Provide level of protection for facility and high tech equipment

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The theatre was opened in 1999 as the final construction of the Square was completed. The department made a commitment to the City to learn the system and piece-meal the operation until the next full budget cycle in an attempt to manage efficiently.

The proposed plan to add a full-time stage manager matches the proposal of the Arts Commission and the Hutchins Street Square Foundation over the past few years to supplement staff with a full-time stage tech manager. Our current use of the theatre and conference rooms is managed by a variety of part-time, out of town/on-call techs. The addition of a full-time manager would expand the potential use of the facilities, increasing the opportunities of community use.

The addition of an aquatics coordinator at the Square's swimming pool realized a 20% increase of revenues over the first twelve months of operation.

ALTERNATIVES

Continue using part-time staff on a need basis.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$ 55,000	
Supplies, Materials, Services	\$ 5,000	
Minor Equipment	\$ 5,000	
Total	\$ 65,000	
Savings	\$ 30,000	
Net Cost	\$ 35,000	

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Lodi Arts Commission

REQUEST TITLE: Lodi Arts Commission Grants

REQUEST SUMMARY. Add an additional \$25,000 to the \$50,000 that the Arts Commission grants to community organizations.

PRIMARY OBJECTIVE

1. Expand the number of grant recipients.
2. Better, serve independent arts organizations in the community that the Arts Commission assists with grants.
3. To continue to increase the number of arts projects that are produced in the greater Lodi community.
4. Increase the audience impact from the arts.

SUMMARY OF FACTS DRIVING THE REQUEST FOR CHANGE

The Arts Commission has made a commitment to the community to assist in expanding the arts in Lodi, through its own productions and to ensure that independent community arts organizations flourish.

The proposed plan to increase grant funding for the arts will ensure the proper nourishment and growth of the arts organizations in the area. By increased funding the City can assist more organizations and with the help of the Arts Commission mentor and assist these organizations to become viable self sustaining members of the community.

ALTERNATIVES

Continue at the current level of funding and reduce the number of organizations in the community that we serve.

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Center

REQUEST TITLE: Replace Existing Poollift.

REQUEST SUMMARY: Replace existing poollift with unit meeting current ADA standards and increased capacity.

PRIMARY OBJECTIVE: Provide safe, easy to use and reliable lift service to handicapped clients using the H.S.S. pool.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE: The current poollift has reached the end of its working lifespan. Calcium deposits and corrosion damage the lift's seals reducing capacity and cause binding in the lift's action. This lift is undersized for large clients, does not offer padded surfaces, and does not contain people from falling out of the lift. Falls have occurred twice. The current poollift does not have child safe edges. The new poollift will have double the capacity (700 lbs.), padded arm rests, a trapeze overhead for the wheelchair bound and does not reside in the pool- saving space, increasing lifespan of the apparatus.

ALTERNATIVES: Continue to utilize the existing lift. Consequences: Limited range of clients able to access the pool. Possible liability due to falls.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$9,300.00	n/a
Minor Equipment		
Total	\$9,300.00	
Savings		
Net Cost	\$9,300.00	



A FAMILY-OWNED AND MANAGED BUSINESS:
Pricing/Warranty

**INDEPENDENT
LIFT**

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**CURRENT
MODEL**

[41BD-5](#)

[Lifting Capacity](#)

[Product Features](#)

[Pricing/Warranty](#)

INDEPENDENT LIFT PRICING	
DESCRIPTION	PRICE
Model 41BD-5 lift Includes all shower accessories	\$8,500. ⁰⁰
Step-up pump Price does not include crating, shipping or tax where applicable	\$500. ⁰⁰
CONDITIONS OF SALE: In addition to prices listed above, sales tax and shipping and crating charges will be added to each purchase.	
TERMS OF SALE: All sales and prices set forth are strictly cash at point of sale. Prices are USD FOB Bay City, Michigan.	
RETURNED GOODS: No returns accepted without prior authorization, Merchandise must be returned within 15 days of shipment. A restocking charge of 15%, plus freight, will be charged to customer.	
TRANSPORTATION CLAIMS: If any merchandise is damaged or lost in transit, the buyer must file a claim with the common carrier under the carrier's regulations.	
METHODS OF PAYMENT: 50% deposit prior to shipment and balance by certified check, money order or cash at delivery, or prepayment by check.	
PLEASE: Do not send cash by mail.	
WARRANTY: 12 months on all parts & labor at the factory, or by an authorized representative. This warranty shall not extend to goods subjected to misuse, neglect, accident or improper installation or maintenance, nor goods which have been altered or repaired by anyone other than seller or its authorized representative. All claims for allegedly defective goods must be made within ten (10) days after buyer learns of such alleged defect.	

Shipping
est. \$300. —

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A FAMILY-OWNED AND MANAGED BUSINESS:
Homepage

INDEPENDENT LIFT

Homepage

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Information

The Plant

CURRENT MODEL

41BD-5

Lifting Capacity

Product Features

Pricing/Warranty



MODEL 41BD-4

(shown above)

Welcome to Morris Independent Lift®!

Features include waterpower, with hands-on control at all times. You can stop or reverse at any time. Controls in Braille, no backward travel, floating safety armrest, and overhead trapeze bar for solid grasping. No part of the lift touches the inner wall of the pool. The lift is capable of 700 pounds of lift, 44" of overall travel, and it's constructed of 316 stainless steel!

Please visit again!

As we have opportunities to show more of the Independent Lift with additional presentations on this site, we will be updating continuously to include more helpful content. Thank you for visiting!

000417

Homepage | Contact Information | The Plant | 41BD-5 | Lifting
Capacity | Product Features | Pricing/Warranty

COMMUNITY & ECONOMIC DEVELOPMENT

BUILDING

PLANNING

CODE

ENFORCEMENT

ENGINEERING

ECONOMIC

DEVELOPMENT

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Improvement
REQUEST TITLE: Repair and Demolition Fund

REQUEST SUMMARY

Provide additional funding for the Repair and Demolition Fund to allow abatement activities to continue.

PRIMARY OBJECTIVE

1. To ensure that there is sufficient funding to allow for the abatement of public nuisance conditions by demolition, vacant building securing and property cleanups.

SUMMARY OF FACTORS DRIVING THE REQUEST

The Community Improvement Division has recently streamlined the abatement process for the securing of vacant buildings and the clean up of properties so that they may be done in a more timely manner. This process will cause an increase in the number these routine abatements that will be done each year. In addition to these routine abatements, it is also projected that there will be an increase in the number of demolitions of abandoned, dilapidated structures in order to eliminate the nuisance and blight conditions. These demolition abatements will also provide an impetus for redevelopment and reconstruction of new housing units.

ALTERNATIVES

1. Return to Council to request Special Allocations to cover abatement costs. This alternative would cause a delay and defeat the purpose of streamlining the abatement process.
2. Seek funding through other sources such as CDBG and the Redevelopment Agency. Using CDBG funds for demolitions would add an additional level of environmental review which would slow the abatement process. Currently, the Redevelopment Agency does not have the necessary funding for these abatement actions.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing	0	0
Supplies, Materials and Services	\$50,000	
Minor Equipment	0	0
Total	\$50,000	
Savings	None	None
Net Costs	\$50,000	

IMPLEMENTATION

With approval of this funding, abatement activities would be carried out without delay.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Code Enforcement

REQUEST TITLE: Contract Code Enforcement Services

REQUEST SUMMARY

Hire one additional Code Enforcement Officer, as needed over two years to support the existing code enforcement staff in responding to complaints of substandard housing and dangerous building conditions, property maintenance and zoning violations, inoperable and abandoned vehicle and other nuisance conditions, specifically on the Eastside.

PRIMARY OBJECTIVE

1. Ensure that reports of substandard housing and dangerous building conditions are investigated promptly and that the required abatement action is followed, thereby eliminating serious health and safety hazards in the Eastside neighborhoods which is where the majority of those conditions exist.
2. Ensure that nuisance and blight conditions are abated in a timely manner.

SUMMARY OF FACTORS DRIVING THE REQUEST

The volume of code enforcement complaints being handled by the Community Improvement Division had become increasingly harder to manage with the existing personnel. In response to that, an additional code enforcement officer position has been authorized and contract services have been used in the interim until that position is filled. The use of the contract services has proven to be very effective and has allowed us to move forward with the implementation of proactive enforcement projects in various areas of the city, but mainly in the eastside residential neighborhoods where the bulk of the substandard housing cases are concentrated.

ALTERNATIVES

1. Add an additional code enforcement officer to the existing staffing. This alternative would work but may prove to be unnecessary later on once the current funded positions are filled and are up to speed with the workload.
2. Cut back on any proactive enforcement projects. Reducing proactive enforcement activities would make available the resources to handle the complaint driven caseload.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing	0	
Supplies, Materials and Services	\$57,200	
Minor Equipment	0	
Total	\$57,200	
Savings	None	
Net Costs	\$57,200	

Contract costs are calculated at \$55.00 per hour for a term of 6 months a year for full-time or 12-months for part-time. Based on that hourly rate and those terms, it would cost relatively the same cost to hire a permanent position and provide benefits.

IMPLEMENTATION

With approval of these services, a contract code enforcement officer would be hired as soon as possible.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Current/Advanced Planning
REQUEST TITLE: Housing Element Update

REQUEST SUMMARY:

This request involves a comprehensive update to the Housing Element of the General Plan.

PRIMARY OBJECTIVE:

The City of Lodi is required by State law to update the Housing Element of the General Plan by 2003. This request will allow us to hire a consultant that is qualified to prepare the new element.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The Housing Element was last revised in 1991. State law requires Cities to update the element on a specific schedule. Lodi's next schedule revision is due in 2003. However, the City's element does not meet current state guidelines on a number of areas.

ALTERNATIVES:

Do nothing.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Utilities and Communications		
Supplies, Materials and Services	\$40,000	
Minor Equipment		
Total		
Savings		
Net Cost	\$40,000	

2001- 03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Community Promotions**REQUEST TITLE:** Additional Funding for the Lodi Visitors' and Conference Bureau**REQUEST SUMMARY** Allocate an additional \$70,000 to the \$60,000 base for fiscal year 2001/2002, totaling \$130,000.**PRIMARY OBJECTIVE**

To fund the following projects in the specified amounts:

1. Advertising	38,000
2. LCVD Website	13,000
3. Destination Marketing	16,500
4. Community Relations	2,500
	70,000

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The goal of the Lodi Visitors' and Conference Bureau is to promote Lodi as a destination for tourists seeking the wine country experience. Projects to be accomplished with the additional funding include advertising in publications such as Sunset, VIA, and CA Visitors' Guide, a consolidation of the Community Concierge (kiosk) and the Bureau's web site; various Destination Marketing programs such as Familiarization Tours, a Festivals/Events Marketing Symposium, and the Wine Trail Map; Community Relations such as FAM tours and Lodi 101 Employee Education workshops.

ALTERNATIVES

Continue with the base funding of \$60,000 annually, limiting the ability of the Bureau to market the tourist trade in the City of Lodi.

COST SUMMARY	2001-02
Additional Costs	
Special Payments	\$70,000
Total	
Savings	0
Net Cost	\$70,000



March 5, 2001

Janet Hamilton
City of Lodi
221 West Pine Street
Lodi, CA 95240

Dear Ms. Hamilton,

Per your request, we are providing a brief summary regarding the Lodi Conference & Visitor Bureau's (LCVB) budget request for Fiscal Year 2001/02. The LCVB is requesting an additional \$70,000 to the \$60,000 base, totaling \$130,000 for FY 2001/02. These funds will allow the LCVB to continue successful projects and to create a compelling marketing program.

Advertising	\$38,000
<i>Ads in Sunset, VIA and CA Visitors Guide</i>	
LCVB Website/Kiosk	13,000
<i>The Community Concierge (kiosk) & the LCVB website will be consolidated into one site.</i>	
Destination Marketing	16,500
▪ <i>Familiarization Tours (FAM Tours) will help to familiarize media representatives, travel planners and out-of-town hospitality service providers with Lodi.</i>	
▪ <i>Festivals/Events Marketing Symposium will provide festival & event planners with information, materials and skill building opportunities for developing a competitive edge in marketing their events.</i>	
• <i>Wine Trail Trail/Map will continue to expand as new wineries come to our area.</i>	
Community Relations	2,500
• <i>FAM Tours will help to familiarize local business representatives and community leaders with Lodi and how it benefits from tourism.</i>	
▪ <i>Lodi 101 Employee Education workshops will be designed for frontline employees who play critical roles in providing information and resources to travelers and visitors.</i>	
TOTAL	\$70,000

Thank you for considering our request. For your information, the Winegrape Commission's financial match is running far in excess of the originally agreed upon 50%. Please let me know if I can provide additional information for you.

Sincerely,

Sharon Dais
Lodi Conference & Visitors Bureau

2001- 03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Promotions

REQUEST TITLE: Funding for the Downtown Lodi Business Partnership

REQUEST SUMMARY Allocate \$60,000 in order to fund 40% of the total operating expenses for the Downtown Lodi Business Partnership.

PRIMARY OBJECTIVE

To extend funding agreement with the DLBP in order to support efforts to draw and retain business in the Downtown Lodi business area.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The breakdown of projected operational costs for the Partnership includes \$63,000 for administrative expenses and \$75,000 for advertising and marketing. It is anticipated that business assessments and fund raising events will supplement the funding from the City of Lodi in order to continue the program at its present level.

ALTERNATIVES

Allow the DLBP to function independent of City funding, potentially reducing the effectiveness of the program.

COST SUMMARY	2001-02
Additional Costs	
Special Payments	\$60,000
Total	
Savings	0
Net Cost	\$60,000



DOWNTOWN LODI BUSINESS PARTNERSHIP

March 9, 2001

Memo to Janet Hamilton

Subject: Downtown Lodi Business Partnership (DLBP)---general funding request in the amount of \$60,000 for budget year July 1, 2001—through June 30, 2002.

The DLBP has had its most successful year ever in 2000, greatly exceeding its project goals for events and promotion in all areas. The combination of all events drew over 80,000 people to the Downtown core. With your continues support we expect even great accomplishments in the year 2001-2002.

The heart of Lodi, is it's Community Shopping Center, the Downtown business core. These funds are necessary for our continued revitalization. The DLBP and the City of Lodi have partnered last several years to create this success. Our Downtown area is showing continued strong economic growth, in terms of new business, profitability of existing business (see enclosed survey), and the success of all events.

City funding amounts to approximately 40% of the new budget, with businesses assessments, and funding raising events bringing in 60% of total revenues.

The DLBP's events projects include the Farmers Market, Parade of Lights, a new A&W Collectables show, Kiddie Parade, plus many others. In addition we cooperatively work with the city on economic development, parking regulation---permit, and solutions to the current theater parking situation---special marketing for integrating the new theater into the business community, and business retention.

Part of our retention program includes a cooperative advertising programs for all Downtown businesses, advise on business practices through our news letters, and working with business owners to answer their daily concerns about the business clement in our Downtown area. In addition we provide Kiosk maintenance, and governmental liaison with city officials.

Our total administrative expenses in the new budget year are projected to be \$63,000---these expenses include the managing of the above listed events and programs, office space rent, accounting, administrative salaries, telephone, and other normal office expenses.

*P.O. Box 1565 Lodi, CA 95241 (209) 369-8052 FAX (209) 369-8053
Office located at 4 W. Pine Street, Lodi (corner of Pine & Sacramento St.)
e-mail: dlbp@mindspring.com*



PAGE 2 OF 2

Our advertising and marketing expenditures to promote the Downtown will be over \$75,000. The majority of this amount goes for newspaper, TV, Radio, billboards, and printed marketing items such as parking and general marketing brochures for the Downtown area.

The DLBP is ready to continue to meet the challenges presented in the continuing opportunity of revitalization for our Downtown area. Even though we have come a long way, there is still a continuing road to travel. Together, we can continue this success. If you were to visit cities that do not have this cooperative program, you will, for the most part, see cities that are having "heart problems".

The most successful Downtowns across this great nation, are the one's that have implemented a public/private partnership, such as we have done here in Lodi. It is vital for our continued success, that the leadership of both parts of the partnership continue to work together. We have proven that the DLBP is the best vehicle to implement the action plan for our continued growth and success.

A continuing investment in your Downtown, is an investment in the improving health of the City of Lodi--our "heart" will improve and beat stronger.

Respectfully submitted by

Lewis F. Van Buskirk
Executive Director for the
Downtown Lodi Business Partnership

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Engineering
REQUEST TITLE: Civil Engineer

REQUEST SUMMARY

Hire one Civil Engineer on a permanent basis to augment the staffing of the Development Services and Traffic Engineering sections. One-half full-time equivalent is needed in each area to serve an increasing number of private development projects and to maintain traffic operations services.

PRIMARY OBJECTIVE

1. Improve customer service in the areas of encroachment permits and plan check review.
2. Enable supervisory staff to assign work tasks to appropriately skilled and trained persons in lieu of part-time interns.
3. Improve the productivity of both sections through better utilization of staff.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The combined workload volume of development projects and traffic operations enhancements has steadily increased as the community has grown. The demand has been met by committed senior technicians, part-time interns, and contract services. An imbalance exists in the department staffing that jeopardizes the department's ability to serve as a result of re-assignments, transfers, and retirements. The key support civil engineer of Development Services has been re-assigned full-time to engineering design. The key Senior Engineering Technician will be re-assigned to engineering design to fill a retirement vacancy.

ALTERNATIVES

1. Hire one civil engineer as a permanent staff member assigned to Development Services and Traffic Engineering.
2. Contract with consulting firms to meet our customer service demands. Long-term contracts will be necessary because the workload is not market driven but more turn-key in nature. The cost of these services will be approximately \$89,000 per year.
3. Delay review of development applications and defer traffic operations enhancements.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	68,000	
Supplies, Materials, Services	3,000	
Minor Equipment		
Total	71,000	
Savings	22,000	
Net Cost	49,000	

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Engineering
REQUEST TITLE: Engineering Technician

REQUEST SUMMARY

Hire one Engineering Technician on a permanent basis to complete the staffing of the two-person survey crew. Principal duties of the survey crew are to perform design surveys/construction staking in support of projects implemented by the Engineering Division. The Engineering Technician will work under the supervision of a Senior Engineering Technician.

PRIMARY OBJECTIVE

1. Ensure that cost-effective survey services are provided to projects designed by the Engineering Division.
2. Implement quality assurance measures by assigning an individual technician whose principal duties are to support the chief surveyor and, thereby, assure a greater constancy in the performance and quality of surveying services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Services of a two-person survey crew are needed to support the Engineering Division projects that include: 1) downtown revitalization; 2) water and wastewater infrastructure rehabilitation; 3) sidewalk and wheelchair ramp replacement; 4) Parks and Recreation projects; and 5) roadway maintenance projects. Surveys are the final and most important part of the design process and it requires two trained and experienced persons to comprise an effective and productive crew. For the most part, Engineering Division projects are under \$250,000 in construction cost but the annual value of capital improvements will exceed \$2.5 million for each of the next five to ten years. By nature, these projects are collaborative between Engineering, Streets, and Water/Wastewater and, as a result, require on-call survey services that are difficult to secure from outside contract sources. At present, the position duties are performed by interns and technicians that are pulled from other assignments.

ALTERNATIVES

1. Hire one engineering technician as a permanent staff member on the two-person survey crew.
2. Retain the services of a firm specializing in survey services at a supplemental cost of \$70,000.
3. Continue existing operations.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	65,220	
Supplies, Materials, Services		
Minor Equipment	3,000	0
Total	68,220	
Savings		
Net Cost	68,220	

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Engineering
REQUEST TITLE: Document Preservation Services

REQUEST SUMMARY

Contract with a firm specialized in the conversion and indexing of map and construction documents to digital format. The electronic files will reside in MapGuide and will be accessible over the Internet.

PRIMARY OBJECTIVE

1. Preserve the integrity and quality of map and construction documents by significantly reducing handling of original documents.
2. Enhance the functionality of existing MapGuide indexing by allowing the general public to preview subdivision maps, parcel maps, and improvement plans from the Internet.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A majority of the City's "record" copies of mapping and construction plans are of paper or vellum media. Age and handling have significantly damaged many documents. Access to this information is primarily facilitated by Engineering staff that research, retrieve and copy these documents for public and private improvement projects. As the City continues to expand, the number of these documents steadily increases. With the rehabilitation of the City's aged infrastructure systems, handling of the older documents will result in accelerated deterioration of archival information. Enhancing the public accessibility to these documents will reduce staff workload in this area.

ALTERNATIVES

1. Contract with a specialized firm to convert record documents to digital form.
2. Purchase a flat bed scanner and software and have staff perform the conversion. The alternative cost is approximately \$24,000.
3. Preserve original documents by working from prints of originals. Storage space limitations and the redundant effort to maintain two sets of documents will add to staff workload.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	0	0
Supplies, Materials, Services	5,000	
Minor Equipment	0	0
Total	5,000	
Savings		
Net Cost	5,000	

GENERAL GOVERNMENT

LEGISLATION

ADMINISTRATION

CITY CLERK

SUPPORT SERVICES

NON-
DEPARTMENTAL

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: General Services
REQUEST TITLE: Purchase 6 LCD Projectors

REQUEST SUMMARY

Purchase six new LCD (Liquid Crystal Display) Projectors for City use. The new units will cost an average of \$4,500 each and should have a useful life of from 5 to 6 years.

PRIMARY OBJECTIVE

The purchase of the LCD Projectors will assist City Departments in the following areas:

- Five LCD Projectors would be placed at the following locations: Carnegie Forum, Hutchins Street Square, the Library, the Police Department, and the Parks and Recreation Department. The sixth would be loaned to various departments by Information Systems on an as-needed basis. They would be used for both presentations and training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Currently, the City of Lodi owns two LCD Projectors. One unit is used in the Finance Dept training room, and the other unit is managed by the Fire Dept. Both units are available to City staff. However, because of the setup time involved and the risk of being damaged, they are not used as often as they might be. These four units would be placed where they can be used on demand. We have long had a need to provide training to City staff at the various locations, and these four units would fill that need. And, finally, presentations are much more effective when they can be enhanced by modern technology such as PowerPoint or live Web Based tools.

ALTERNATIVES

- Continue to operate as we do today.

COST SUMMARY

	2001-02	2002-03
Additional Costs		
Six New LCD Projectors	\$27,000	\$0
Total	\$27,000	\$0

Savings

Net Cost

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: General Support

REQUEST TITLE: Membership and Dues

REQUEST SUMMARY Funding for the City of Lodi's share of the cities' of San Joaquin County portion of the LAFCO (Local Agency Formation Commission) annual budget.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

As required by AB2838, the State of California has mandated that cities share in the cost of operations for the Local Agency Formation Commission (LAFCO). Operation costs for the agency will be shared by the County of San Joaquin (1/3), the Special Districts (1/3), and the cities (1/3). The Mayors of the cities determined that the costs would be distributed according to population.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$13,000	
Minor Equipment		
Total	\$13,000	
Savings		
Net Cost	\$13,000	

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Solid Waste Administration

REQUEST SUMMARY

To provide funding to address the upcoming renewal of the solid waste removal contract, provide professional guidance in meeting the City's goals and responsibilities as outlined in the SRRE, and provide matching funds for numerous grants being offered by the State.

PRIMARY OBJECTIVE

To provide the best solid waste/recycling service at the most reasonable cost to the consumer and yet provide the City with a revenue source that is based on an appropriate formula.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Many things have changed in the solid waste industry in the last few years. New programs must be added to continue to meet the goals of the California Integrated Waste Management Board. There are also other sources of revenue in the solid waste/recycling field that must be addressed. There are grants available through the State which require matching funds. Many of these grants are for regional activities and San Joaquin County Public Works will take the lead in securing funding. The City must have matching funds available to participate. Not only will these grants help in the City's recycling and reduction of waste efforts, it will show our good faith effort to meet the goals of SB 939.

The contract with our solid waste contractors comes to an end June 30, 2003. We have the option to extend the contract under the present agreement for an additional period if the contractor is notified 18 months (December 2001) prior to the ending date. The contractor's operation has not been audited recently and this should be done before the new franchise agreement is negotiated. An outside auditor would be hired to do this. It is imperative that a consultant with experience in this growing and sophisticated industry be hired to assist in the preparation of the new franchise agreement that will be most advantageous to the City and provide quality service to the customer at a reasonable price. An audit will probably be a minimum of \$10,000, and a consultant to help with the new agreement will be at least \$10,000 in the next fiscal year. There are sources of revenue in the solid waste recycling field that have not been addressed by the City. This is one of the things that would be included in the new agreement.

A waste generation audit is presently being conducted in the business and industrial sectors of the City. When this is completed, probably in March, 2001, we will have information available which we didn't have in the past. After this is completed, the City's Source Reduction and Recycling Element must be updated. Presently, there is not enough time for in-house staff to do this and a consultant would be hired. This would be done in the second year.

ALTERNATIVES

- Extend the existing contract for an additional 7-year term as provided in the contract without developing a new rate structure or franchise agreement.
- Don't participate with other regional agencies in acquiring grants to target recycling, reuse, and reduction of waste.

COST SUMMARY

	<u>2001-2002</u>
Additional Costs	
Staffing	
Supplies, Materials, Services	\$20,000
Minor Equipment	
Total	\$20,000
*Savings	
* Fines could be levied if goals are not met.	
Net Cost	\$20,000

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems
REQUEST TITLE: HP Openview Network Management Software

REQUEST SUMMARY

Provide support for the City's Wide Area Network (WAN) with a network alert and monitoring tool (HP Openview). The system costs \$ 5,500.

PRIMARY OBJECTIVE

This network alert and monitoring tool will assist Information Systems with keeping the City's network operational and will provide an early warning when network problems arise

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Wide Area Network (WAN) is an extremely complicated system of electronics, software and infrastructure required to work in harmony. City staff has learned new ways to be more efficient and has become very dependent on its operation. The network management system will allow us to keep the network operational a higher percentage of the time. It can detect components that have failed and alert us to take corrective actions. It is also capable of analyzing load patterns so we can better balance network traffic. The result is a more smoothly operating network with higher degree of reliability.

ALTERNATIVES

- Continue to operate as we do today, waiting for a call from a user to let us know we have a problem and then relying on an outside vendor to resolve the problem.

COST SUMMARY

	2001-02	2002-03
Additional Costs		
HP Openview Network Management	\$ 5,500	
Total	\$5,500	

Savings

Net Cost

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: Administrative Clerk (confidential)

REQUEST SUMMARY

Staff increase of one full-time authorized Administrative Clerk (confidential)

PRIMARY OBJECTIVE

Adequate staffing level to maintain current level of services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

NEW Standards & Procedures: (instituted since July 2000)

- Minute preparation for all noticed City Council meetings. Minutes of Shirtsleeve Sessions were not prepared prior to July 2000. This has increased the total hours of meetings per month, in which minutes must be prepared, by a minimum of four hours. Standard minute preparation time is four times the number of meeting hours (example: comprehensive minute preparation for a one-hour meeting typically takes a total of four hours); this equates to an additional 16 hours of work each month. The style of minutes for regular meetings has changed from a staff report "cut and paste" method, to minutes that are reflective of the actual discussion taking place at meetings.
- Information Tracking: Logs are now maintained for tracking Council meeting minutes, Council attendance, documents pending recordation, report of pending Council requests, public hearing notification/procedures, and requests for information.
- Full review of Council agenda and staff reports is now being done prior to submittal to City Manager. This results in more accurate documents and decreases the burden on City Manager staff.
- Same day response letters are now prepared for all citizen correspondence (including e-mail)
- Support to Mayor – A separate calendar is maintained, as well as a calendar summary, and phone call reminders for all appointments. Preparation of general correspondence, response letters, and City employee birthday cards from the Mayor are processed by the City Clerk's Office.
- Boards and Commissions – Preparation of publications soliciting applications, annual list of appointive terms to expire, communication with liaisons regarding vacancies, applications, and Brown Act requirements.
- Proofing Lodi Municipal Code supplements received from Book Publishing; interim updating of Code books for Clerk and City Attorney.

Technology: The Fortis electronic records management imaging system requires a significant amount of *on-going* staff time for document preparation, scanning, and indexing. In addition to Council meeting packets, ordinances, resolutions, minutes, and election documents, which the City Clerk's Office is responsible for – there has been an increasing interest from other departments to add documents to the Fortis system (e.g. budget documents, Planning Commission minutes, etc.). Though this is an excellent idea, it will substantially increase the amount of staff time needed to index and process the documents. Routine maintenance of the City Clerk's section of the City's Web site will soon be transferred from City

Manager staff to City Clerk's staff; maintenance will include posting agendas and other public notices weekly, as well as creating and updating general information pages.

Administration Support Services: Deputy City Clerks serve as front counter receptionists for the entire Administration division. City Clerk staff (2 Deputy City Clerks) devote approximately 2-3% of their time to services unrelated to the City Clerk's Office (e.g. general secretarial support and fielding calls / counter inquiries for City Manager and City Attorney staff). In addition, these interruptions result in a substantial reduction in efficiency. Receptionist duties would more cost effectively be handled by a lower level position.

BENEFITS OF ONE ADDITIONAL FULL-TIME POSITION IN CITY CLERK'S OFFICE:

- Currently when one staff member is absent (illness, vacation, training) there is an immediate 33% reduction in productivity. A third staff person would allow more flexibility in scheduling, would better balance staffing when additional assignments are added to the office, and provide time for Deputy Clerks to take advantage of training and mentoring opportunities.
- Would allow the City Clerk to devote more time to managing the office, rather than performing day-to-day activities.
- Progress on the following backlog of projects could be made:
 1. Creation of a meaningful policy & procedure manual
 2. Records inventory
 3. Development of an archival & vital records program
 4. Creation of City Clerk's web page
 5. Lodi Municipal Code in-house codification (potential savings of \$6,000 per year)
 6. Reorganize and streamline internal election related procedures and instructional documents
 7. Movement towards a paperless environment (e.g. Council packets available on the Internet)
 8. Conversion to open shelf, end tab filing system
 9. Contracts – prepare folders, label, and file 70 executed contracts; log 2,650 contracts dating from 1946 to 1985 into the Access program
 10. Fortis – process and image the following documents: Council Communication 1974 to 1995; resolutions 1906 to 1983; ordinances 1906 to 1997; elections 1975 to 1995

PRELIMINARY JOB DESCRIPTION FOR ADMINISTRATIVE CLERK:

- First-line phone and counter coverage (lunch hour coverage for Administration)
- Twice daily mail runs (including dropping off payroll, picking up checks, getting petty cash, sorting mail for all of administration, opening and handling City Clerk and Council mail - including copying invitations for Council's binder and preparing response letters)
- Weekly deliveries to Council Members and miscellaneous errands
- Photocopying (agendas, minutes, packets, miscellaneous)
- Stuffing / addressing envelopes
- Packet copy, assembly and distribution
- Maintenance of the Mayor's and Council Member's meeting binders
- Preparation of weekly and monthly Council Member calendars
- Assistance with routine follow-up (prepare and label folders for original ordinances, copy resolutions, etc.)
- Phone calls (reminders for campaign and conflict of interest filing deadlines; agenda and Council Communication deadlines; follow-up on agenda calls - pastor confirmation and award recipients; general business, etc.)
- Preparation of Fortis materials - resolutions, ordinances, budgets, election documents, etc.
- Assistance with travel (confirming hotel reservations, typing the travel folders, copying of information to include in the travel folders, etc.)
- Lodi Municipal Code book supplements (ensuring the books are updated, mailing out of and billing for the supplements, etc.)
- Mayor's birthday cards to employees (ensuring the cards are prepared, signed and mailed in appropriate time frame)

- Miscellaneous filing - the finalized agendas and minutes, maintaining the State Cost Claiming Manual documentation and log, etc.
- Maintenance of minute and ordinance books
- Council-hosted receptions - printing invitations on cardstock, mailing invitations, errands, set up and clean up
- Process deeds for filing and recording
- Ribbon/seal/matting/framing of proclamations/certificates
- Setup and cleanup of Council meetings and shirtsleeve meetings
- Assist in preparation, setup, cleanup and errands for luncheons and Council-hosted events
- Inventory, ordering and stocking of Forum supplies (food, drink and office supplies)
- Inventory and maintenance of forms (Boards and Commissions applications, claims against the city, Fair Political Practices Commission filings, etc.)
- Inventory and ordering of office supplies
- Recording and posting of agendas and meeting notices, Boards and Commission vacancies
- Miscellaneous office errands (Costco supplies, Council meeting refreshments, special event items)
- Assistance in compiling and producing annual telephone directory
- Assistance in preparing and maintaining contract files
- Assist with annual destruction of records process (to include purging obsolete computer documents)
- Recording bid openings
- Agendas, minutes and clerical support for Sister City Committee

COST SUMMARY:

Salary & benefits for 1 full time Administrative Clerk	33,184.12
Elimination of part time staff (100101)	- 5,000.00
Elimination of part time staff (100102)	-2,205.00
Total Cost:	<u>\$ 25,979.12</u>

ALTERNATIVES

None. Denial of adequate staffing request will likely result in failure to achieve some or all of the major objectives for 2001-03. (NOTE: Major objectives listed for the City Clerk's Office are above and beyond current day-to-day functions and responsibilities.)

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources
REQUEST TITLE: Organization Study

REQUEST SUMMARY: Conduct an Organization Study of the Human Resources Department.

PRIMARY OBJECTIVES:

1. To determine whether the current staffing levels and organizational structure of the Human Resources Department are sufficient to address new workload generated by:
 - increases in the City of Lodi employee population
 - assumption of duties from the Finance Department
 - implementation of the JD Edwards software program
 - administration of benefit programs
2. To continue providing a high level of customer service.
3. To increase the efficient processing of a broad range of requests from employees, City departments, the general public and other agencies.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Since FY 1994-95 the number of authorized full time positions in the City of Lodi has increased from 379 to 444 today (a 17% increase). During this period of time, the number of staff devoted to Human Resources functions has not increased. Over the past two years the City purchased a financial software package. When the payroll side of this system was implemented, HR assumed responsibility for computing and inputting salary changes to the salary schedule and classification plan and inputting other forms of data including employee transactions and benefits information. This change had a significant impact on our workload.

Additional workload has also been placed on Human Resources by the following:

- The recent change of medical plans has required that billing and reconciliation for medical, dental, vision, chiropractic, life insurance and accidental death and dismemberment insurance benefits, revert to an in-house operation. This was previously handled by outside administration.
- Transfer of responsibility from Finance for implementing all changes to the salary schedule and classification plan.
- Maintenance of benefits changes on the JD Edwards system.
- Establishment of a program to recognize City employees on a quarterly and annual basis.
- Transfer of responsibility for managing the annual service awards program from the City Clerk's office in 2000.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE (cont.)

- Transfer of functions previously performed by the Lodi City Employee's Association - enrollment and reconciliation of accounts in health club.
- Setting up sick leave conversion accounts for retirees by translating unused sick leave into dollars to be used for the purchase of medical care.
- Setting up a mechanism for retirees to receive reimbursement for medical premiums.
- Assisting retirees and surviving spouses with problems and special requests.
- Monitoring and coordinating the fingerprinting of employees and volunteer staff.
- Monitoring hours for temporary staff.

The increased demands placed on the Human Resources Department by the incremental growth of the City's overall workforce, coupled with the assumption of new responsibilities outlined herein, has pressed HR to the point where we are unable to perform all the work required of us. The requested study will assist Human Resources in determining what options are available to enhance the department's capacity to deliver services to its clientele.

ALTERNATIVES:

- Transfer billing and reconciliation, retiree reimbursements, set up and maintenance and data entry responsibilities to the Finance Department.
- Reduce service levels.
- Cease performing employee recognition responsibilities, and eliminate other programs.
- Increase the use of temporary employees.

COST SUMMARY:

	2001-02	2002-03
Additional Costs		
Supplies, Materials, Services	10,000	-
Total	10,000	-

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Conduct a search for a professional firm to perform an organization study of the Department.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Hire Full Time Benefits Coordinator

REQUEST SUMMARY: Hire a full time Benefits Coordinator to process additional workload that has impacted the Human Resources Department.

PRIMARY OBJECTIVES:

1. Address increases in the City of Lodi employee population.
2. Assist with processing new workload generated by:
 - assumption of duties from the Finance Department
 - implementation of the JD Edwards software program
 - administration of benefit programs
3. Maintain a high level of customer service.
4. Increase the efficient processing of a broad range of requests from employees, City departments, the general public and other agencies.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Since FY 1994-95 the number of authorized full time positions in the City of Lodi has increased from 379 to 444 today (a 17% increase). During this period of time, the number of staff devoted to the Human Resources function has not increased.

During the first half of the 1990's, various components of the Risk Management function were performed by the City Clerk, City Attorney, Assistant City Manager, Assistant to the City Manager and Risk Management Technician. In FY 1995-96, the Risk Management functions were consolidated and (1) one professional position was placed in the Human Resources Department. In FY 2000-01, a clerical position was added to assist the Sr. Human Resources Analyst (Risk Manager).

Over the past two years the City purchased a financial software package. When the payroll side of this system was implemented, HR assumed responsibility for computing and inputting salary changes to the salary schedule and classification plan and inputting other forms of data including employee transactions and benefits information. This change had a significant impact on our workload.

Additional workload has also been placed on Human Resources by the following:

- The recent change of medical plans has required that billing and reconciliation for medical, dental, vision, chiropractic, life insurance and accidental death and dismemberment insurance benefits, revert to an in-house operation. This was previously handled by outside administration.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE (cont.)

- Transfer of responsibility from Finance for implementing all changes to the salary schedule and classification plan.
- Maintenance of benefits changes on the JD Edwards system.
- Establishment of a program to recognize City employees on a quarterly and annual basis.
- Transfer of responsibility for managing the annual service awards program from the City Clerk's office in 2000.
- Transfer of functions previously performed by the Lodi City Employee's Association - enrollment and reconciliation of accounts in health club.
- Setting up sick leave conversion accounts for retirees by translating unused sick leave into dollars to be used for the purchase of medical care.
- Setting up a mechanism for retirees to receive reimbursement for medical premiums.
- Assisting retirees and surviving spouses with problems and special requests.
- Monitoring and coordinating the fingerprinting of employees and volunteer staff.
- Monitoring hours for temporary staff.

The increased demands placed on the Human Resources Department by the incremental growth of the City's overall workforce, coupled with the assumption of new responsibilities outlined herein, has pressed HR to the point where we are unable to perform all the work required of us.

The requested position will assist Human Resources in coping with increased workload and will play a vital and specialized role in the department. This individual will be the staff person primarily responsible for setting up, inputting and maintaining benefit, employee transaction and other information in the new JD Edwards system. In addition, a savings of \$15,672 (the fee ABD Services would charge in the first year of its contract) will be realized by returning the billing and reconciliation function to an in-house operation performed by this position. Another \$17,520 will also be saved by not hiring temporary staff.

The Benefits Coordinator will also be responsible for an extensive array of duties including:

- performing complex calculations such as converting accumulated sick leave hours to medical benefits, COBRA payments, eligibility periods, retirement calculations, and others
- preparing reports and statistical summaries regarding affirmative action, position control, salary history, and various reports for State and Federal agencies
- providing information to employees that requires interpretation and application of policies, procedures, and regulations

ALTERNATIVES:

- Transfer billing and reconciliation, retiree reimbursements, set up and maintenance and data entry responsibilities to the Finance Department.
- Cease performing employee recognition responsibilities.
- Use temporary employees.
- Eliminate programs.
- Reduce service levels.

COST SUMMARY:

	2001-02
Additional Costs	
Staffing	45,878
Total	45,878
Savings	33,192
Net Cost	12,686

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Conduct recruitment for the position of Benefits Coordinator

COST SUMMARY:

	2001-02
Additional Costs:	
Supplies, Materials, & Services:	\$16,810
Total:	\$16,810

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Continue to actively recruit and aggressively advertise for vacant positions.

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources
REQUEST TITLE: Fingerprinting

REQUEST SUMMARY: To obtain additional funds for fingerprinting and/or conducting child molestation background checks on applicants for City employment. These checks apply to Public Safety positions or positions that work directly with, or supervise, children.

PRIMARY OBJECTIVES:

1. To ensure that City employees who work in close contact with children have been properly screened to determine they do not have a criminal background.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The Department of Justice has recently expanded requirements for background investigations on applicants for positions that provide services to children. This request is being made to obtain funding for all City positions that come in direct contact with or have authority over children. Prior to these new requirements, the City had been conducting child molestation background checks through the Department of Justice. For individuals applying for coaching positions, the City will now perform a more thorough check using a fingerprinting process rather than a process involving review of personal information provided by the applicant.

ALTERNATIVES:

- This program is mandated by federal law. It must be performed - a lower cost alternative for obtaining this information is really not available.

COST SUMMARY:

	2001-02	2002-03
Additional Costs:		
Supplies, Materials, & Services:	\$10,000	\$10,000
Total:	\$10,000	\$10,000

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Begin conducting fingerprint checks on all current City employees and applicants who fall under the new Federal requirements.

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Safety Program

REQUEST SUMMARY

To provide funding for a consultant to update the Public Works Department's Safety Manual and the Public Works Department's portion of the City's IIPP.

PRIMARY OBJECTIVE

To bring the Department into compliance with the State and Federal OSHA regulations and requirements.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Public Works Department's written safety program, which includes the City's Injury and Illness Prevention Program, is not in compliance with new OSHA regulations. Just recently, the Electric Utility Department hired a consultant to update their safety manual and their portion of the City's Injury and Illness Prevention Program. The Public Works Department's mandated, written programs/policies are also out of compliance and must be updated. Because this is a very specific field of expertise and no one on City staff has the experience needed to bring all the policies and procedures up to date, it would be economically feasible to hire a consultant.

Although we believe our practices are fully in compliance, the written documentation is out of date. There are also new requirements for record keeping that are not being followed because there is no one on staff who has been able to keep up with the changes in the codes. A professional will be able to complete the task in a short period of time, whereas many months of staff time would be spent if done by an employee not familiar with all the safety codes and new requirements.

ALTERNATIVES

- Do nothing and continue with the existing, outdated written policies and practices.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$25,000	
Minor Equipment		
Total	\$25,000	
Savings (Cities are now subject to fines which could be thousands of dollars if documentation is not current.)		
Net Cost	\$25,000	

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Electric Construction and Maintenance**REQUEST TITLE:** Injury and Illness Prevention Program (Accident Prevention Rules and Training)

REQUEST SUMMARY

Update Injury and Illness Prevention Program (accident prevention rules and training).

PRIMARY OBJECTIVE

To update the Injury and Illness Prevention Program and accident prevention rules to comply with CAL-OSHA Rules and Regulations.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi Injury and Illness Prevention Program (I.I.P.P.) has never been completed. The portion of the I.I.P.P. that has been previously written is now outdated. The City of Lodi Electric Utility Accident Prevention Rules need to be updated. At this time, there are no accident prevention rules that govern the Electricians, Electrical Technicians, Metering Electricians or the office staff. Training programs, intervals of training need to be established.

It is imperative that a safety consultant be hired to complete the above mentioned items to comply with CAL-OSHA Rules and Regulations.

ALTERNATIVES

Continue to use existing documents and be out of compliance with CAL-OSHA Rules and Regulations.

COST SUMMARY

Additional Costs	2001-2002		2002-2003
Supplies, Materials, Services	\$ 25,000.00		1
Total	\$ 25,000.00		

**FINANCE 2001-2003
IMPLEMENTATION**

Upon approval, implement during the 2001/2002 and 2002/2003 fiscal years.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Risk Management

REQUEST TITLE: Body Mechanics Training

REQUEST SUMMARY: To obtain additional funds for Body Mechanics Training.

PRIMARY OBJECTIVES:

1. To increase City employees' awareness of techniques for preventing back and other forms of injury to the body.
2. To lower unit costs of training sessions provided by the City by reducing travel and business expenditures associated with training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Public sector agencies are discovering that wellness programs and physical fitness training alone are not the answer to growing costs of workers' compensation disability injuries and retirement losses. City of Lodi employees, particularly those working in the field, are subject to constantly changing conditions with reoccurring physical, often awkward demands placed on the body.

Body mechanics can be described as the proper way to perform daily activities that are safe, energy conserving and help prevent the physical strains that may cause injury. Proper body mechanics are employed to prevent back problems, decrease the stress and strains that everyday life places on the body, and protect the ligaments and muscles of the back. Back pain will occur from lack of proper body mechanics. Once back pain occurs, it is more difficult to treat and increases the chance of reoccurrence. The best way to avoid back pain is to prevent it through diet, exercise, stress management, not smoking, and by practicing good posture and body mechanics.

This request is being made to obtain funding for a firm to provide body mechanics training for City of Lodi employees in FY 2001-02 and 2002-03. Don Norris, Risk Manager for the City of Modesto has been consulted on this subject. He indicates that a cost of \$18,000, spread over the course of a two-year training program for field personnel, should be sufficient to obtain a firm capable of meeting the City of Lodi's needs.

ALTERNATIVES:

- Seek lower-cost forms of education in the form of pamphlets/articles distributed to City employees.

COST SUMMARY:

	2001-02	2002-03
Additional Costs:		
Supplies, Materials, & Services:	\$9,000	\$9,000
Total:	\$9,000	\$9,000

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Obtain proposals in order to retain the services of professional training firms with expertise in this discipline.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Accounting Services**REQUEST TITLE:** Convert one (1) Part-time Accounting Clerk to Full-time authorized position**REQUEST SUMMARY**

Convert one Part-time Accounting Clerk to handle the increased workload in Payroll and Accounts Payable. Currently, Payroll is being processed by one Payroll Technician and half time of one Accounting Clerk. Since the JDE system was put in place, processes have either changed or additional edits are put in place to maintain accuracy and reliable internal control. The work is doubled and it cannot be handled with the same level of staff. The same is true with the Accounts Payable desks, since the implementation of the Purchasing and Inventory modules and converting into a voucher system, Accounts Payable processing is longer than we used to. Overtime is constant and the staffs are burnt-out.

PRIMARY OBJECTIVE

1. To reduce overtime and to promote efficiency, accuracy and reduce staff stress and burn-out.
2. To have additional staff to handle the requirements of GASB 34 to input all capital assets into the system and to do depreciation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The conversion of the Financial Systems to JD Edwards is a great benefit to the City in providing more information city-wide. Departments have more access to information and easier for staff to answer questions more quickly. Although the system is great, this also means more input to the system than we used to do. In order to put out more information, the staff has to key them to the system which is taking twice as much time to process. Processing time takes longer and staffs are constantly taking overtime every week to run Payroll and Accounts Payable.

ALTERNATIVES

1. Do the additional workloads with current staff. This means continued overtime in order for staff to meet deadlines for Payroll and Accounts Payable.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	23,800*	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	23,800	

*Net of 12, 000 in Overtime and Part-time

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services
REQUEST TITLE: Hire Accountant I

REQUEST SUMMARY

Hire one Accountant I to handle the increased workload created by the demands of increased Federal/ State grants . The additional work due to the additional requirements of the Environmental Abatement Program (PCE/TCE-16M COPs), the Electric Utility Improvement Bonds (43M COPs), the additional work because of the Redevelopment Agency and the additional requirements of GASB 34. These have a major impact in the workload, responsibility, required expertise and level of effort on the Accounting Staff. In addition, this new person will assist in the transition to the Phase IV of the JDE implementation of the JOB Cost, Fixed Asset and Contract Management modules.

PRIMARY OBJECTIVE

1. Ensure compliance with all State, Federal, local grants, redevelopment agency and debt service requirements.
2. Ensure that the City has adequate, experienced staffing necessary to develop, implement and manage the above requirements.
3. Ensure the accurate and timely filing of required reports and grant reimbursement requests.
4. Ensure compliance to the GASB 34 requirements.
5. To prevent staff burn-out and to achieve a higher level of efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

GASB 34 is expected to restructure much of the information local governments have reported in the past. Information traditionally limited to enterprise infrastructure, now includes new financial reporting requirements involving all capital assets – including infrastructure assets like, roads, bridges, tunnels, drainage systems and lighting systems. It also requires reporting of depreciation expenses. GASB 34 also requires reformatting of the financial statements of the fiscal year prior to the compliance period, which for the City of Lodi, the year 2002-03. These will require a lot of effort to deal with the new accounting standards.

The City has also become more actively involved with the use of other alternative funding sources and so there is an increase in federal, state and local grants; increased long-term capital financing to meet various long-range, capital improvements. These alternative funding sources include various grants, CDBG funds, Redevelopment Agency, Special Assessments and Revenue Bonds. Each of these has numerous levels of requirements covering filing of quarterly and or annual reports, annual or tri-annual audits. In addition, the Redevelopment Agency requires developing and implementing a system to account for its transactions separately.

ALTERNATIVES

1. Do the current workloads with current number of Accountants. The current workloads of the current accountants (1 Accountant I, one Accountant II and one Accounting Manager), are already overwhelming and with the implementation of GASB 34 and the impending addition of the Redevelopment Agency, we need another Accountant to ease the load of the already overburdened staff.
2. Contract with outside experts. Under this alternative, the City would contract out with outside experts at least the Accounting for the Redevelopment Agency and even with that, the involvement of current staff will still be needed for reconciliation and reporting requirements to the State Controller's office. GASB 34 is here to stay and the impact to current staff is inevitable. Contracting this out is not an option unless the whole financial statements will be contracted out.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services
REQUEST TITLE: Hire Accountant I

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	56,382	
Supplies, Materials, Services		
Minor Equipment		
Total	56,382	
Savings		
Net Cost	56,382	

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY:

REQUEST TITLE:

REQUEST SUMMARY

Additional CSR I staff member each budget year

PRIMARY OBJECTIVE

To better service and implement special incentives, services, programs and centralized telephone pool for current and potential City of Lodi utility customers.

Allow for a process action team to review department policies and procedures and submit changes or revisions to management for approval.

Facilitate increased telephone and lobby traffic due to customer concerns regarding the impact of deregulation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

By increasing staff we can provide management with the timely information needed to make decisions that will promote goodwill and deliver exemplary customer service. We also wish to continue to provide customers with a greater array of payment options and programs. We must also limit or reduce the impact on customer support and service due to increased levels of interaction caused by deregulation.

ALTERNATIVES

Reduce current and proposed levels of customer service

Reduce training and growth of employees

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing (7101)	\$37700.00	\$37700.00
Supplies, Materials, Services (7359)	2000.00	2000.00
Minor Equipment (7359)	200.00	200.00
Total		
Savings		
7103 (contract employee)	(37700.00)	(37700.00)
Net Cost	\$2200.00	\$2200.00

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Field Services
REQUEST TITLE: Meter Reader

REQUEST SUMMARY

Hire one (1) additional Meter Reader. Currently, there are two (2) Meter Readers. The new position would assist the current staff in obtaining the monthly readings for billing purposes.

PRIMARY OBJECTIVES

1. Decrease the dependence on part time employees.
2. Provide greater customer service.
3. Increase inner office efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The part time hours worked is equal to 2.7 full time persons. There tends to be a steady turnover in the part time staff. The new trainees make more mistakes resulting in customer dissatisfaction. The addition of a full time person would lend itself to continuity in section practices and accuracy.

The number of electric and water meter readings obtained each month has increased over the past twenty-one (21) years from 18,000 to 26,600. The meter readings are divided over four (4) routes. There are two (2) full time Meter Readers. The other two meter routes are filled by a Field Services Representative and part time staff. Approximately seven years ago, in an effort to deal with the growing number of accounts, another read day was added for a total of nineteen (19) days per month. Adding another day is not feasible now since some months only have nineteen work days if there are holidays and/or five weekends.

When there is an unexpected injury or illness to staff, the meter routes fall behind. In order to catch the work up, overtime or additional part time staff is utilized.

ALTERNATIVE

1. Do nothing - continue with the current staff.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing (Total Compensation)	\$41,841	
Vehicle	22,000	
Radio/Uniform	300	
Total	64,141	
Savings from Part time	<41,841>	
Net Cost	\$22,300	

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Construction Project Manager

REQUEST SUMMARY

Add one Construction Project Manager to the Facilities Services section of the Fleet and Facilities Division to help service the continually growing number of Public Works construction and remodel projects.

PRIMARY OBJECTIVES

1. Provide thorough and professional administrative oversight to construction and remodel projects, direction to contractors and architects, and management of contracted service arrangements related to those projects.
2. Provide an optimum-staffing level to serve the City's facilities construction and remodel needs.
3. Improve efficiency of operation.
4. Provide reliable, functional, and safe facilities for employees.
5. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For the past 12 years the Fleet and Facilities Manager has had the responsibility for oversight of several significant building remodel projects including remodeling City Hall, the Carnegie Forum, the City Hall Annex, the Senior Center at Hutchins Street Square, and most recently the Conference and Performing Arts Center. Part time and full time Construction Inspectors (contract employees) have been hired to help provide direct and daily supervision for these projects. The construction inspector hired for the City Hall Remodel Project has been given increasing amounts of responsibility, and has been a full time Construction Project Manager for projects including the Conference and Performing Arts Center, the Multimodal Station Project, the Sacramento Street Parking Structure, Fire Station #4, and the new Police Facility.

In the near future there will be the responsibility for construction oversight for Fire Station #4, the new Police Facility, and the Sacramento Street Parking Structure. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and warehouse. Remodeling and additions to the existing Municipal Service Center, Fleet Services Shop, a Parking Structure at Church & Elm Streets, remodeling of the existing Public Library, Public Safety Building, and provision of additional leased space (or trailers) in the Civic Center area (especially during construction of the Police Facility) are likely.

A Construction Project Manager position should be added to the full time staff roster because of the continuing list of building remodel and new construction projects planned. All phases of small and large building projects, from conceptual design and budgeting to project completion, will be their responsibility. The Fleet and Facilities Manager will provide supervision. A classification specification and pay scale need to be established, but for budgeting purposes are estimated to be equal to what the City is paying now for salaries and benefits. It is recommended that this be a professional/mid-management level position. The only additional financial impact is the cost of a vehicle.

ALTERNATIVES

1. Do nothing; keep the position as a contract position. Continue to hope that the existing contract employee will stay. Take a chance that the investment of training, knowledge and experience given to the employee in the current contract position won't be lost.

COST SUMMARY	2001-02	2002-03
Additional Costs (Preliminary Estimate)		
Staffing: Construction Project Manager (Salary)	\$55,725	
Benefits/Overhead	21,175	
Vehicle	22,000	
Subtotal	\$98,900	
Savings: Contract position salary & benefits	[76,900]	
Net Cost	\$22,000	

IMPLEMENTATION

The hiring process (creation of job specification, job analysis, etc.) would begin upon approval. Specifications for the vehicle would follow as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Facilities Supervisor

REQUEST SUMMARY

Add one Facilities Supervisor to the Facilities Services section of the Fleet and Facilities Division to help manage service of the continually growing number of buildings to be maintained.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's building maintenance needs while servicing and repairing City facilities and equipment.
2. Improve efficiency of operation.
3. Provide reliable, functional, and safe facilities for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance and better utilization of services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Facilities Services Section currently maintains a total of 15 buildings and associated equipment totaling approximately 201,820 square feet, serving the entire City except for Park and Recreation and Community Center facilities. Included in the duties of the Facilities Services Section are maintenance and repairs to buildings and equipment of all types and sizes; managing building systems; troubleshooting and repair of mechanical operation problems in electric and mechanical systems; woodworking/welding/fabricating projects; and copying keys for buildings. Other duties include providing preventative maintenance to all facility equipment; oversight and supervising contract labor and outside vendors, and administering construction projects for building remodels and renovations/additions.

The current allocated staff consists of 3.5 full-time positions; there are two (2) Facilities Maintenance Workers and one (1) Senior Facilities Worker that actively take care of building needs and employee requests, and one (1) Fleet and Facilities Manager that provides administrative oversight (50% allocated to Fleet Services and 50% to Facilities Services). Currently the employee in the Senior Facilities Maintenance Worker position has had little time to maintain and update files, building drawings/maps, key system, or materials inventory. There has been no time to do a Facilities Needs Survey, evaluate nor implement Facilities Management software programs, or work on planning, short or long-term goals. We are seeing an increase in overtime call-outs due to equipment failures, and know that, in short, we are just not able to do the job the way we would like to do it.

In the near future, responsibility for the Fire Department's soon-to-be constructed Fire Station #4, the new Police facility, and the Sacramento Street Parking Structure will increase the total number of square feet maintained to approximately 395,430 square feet, almost doubling the space maintained now. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will add another 71,000 sq. ft. to the facilities inventory. Additions to the existing Municipal Service Center Fleet Services Shop, a Parking Structure at Church & Elm Streets, and additional leased space in the Civic Center area (especially during construction of the Police Facility) are likely.

The Facilities Supervisor position is a new position in the facilities maintenance series of classifications. A Supervisor position needs to be added to provide an improved level of direct supervision to staff in this section of the division and to provide better daily direction and oversight. The City has been, and continues to be, adding to the number of facilities and increasing the amount of square footage to maintain, while not increasing the number of staff to service them. This has the current staff at the point of being reactive rather than proactive. Management of building systems, implementation of facilities management software, and scheduling of work becomes difficult, if not almost impossible. We are simply too busy fixing problems, without enough time to plan and be proactive.

Our intent is to use more service contracts, especially for aging building HVAC systems (like those at the Public Safety Building and Library), but those require supervision and management as well. We will continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have. We must, however, have a realistic balance between the number of facilities/equipment and the number of staff servicing them, and we must provide proper supervision for the staff we employ.

Finally, the Fleet and Facilities Manager's time needs to be freed up to better oversee and manage City-wide utilities (looking for ways to conserve, implementing energy efficiency projects, etc.), major building projects (to help the Public Works Director due to the number of projects currently in process), and seeking ways to provide better service in both Fleet and Facilities divisions.

ALTERNATIVES

1. Do nothing. Don't add the direct, daily supervision that staff need. Keep the same staffing level while adding facilities, projects and workload. This is not advised.

COST SUMMARY	2001-02	2002-03
Additional Costs (Preliminary Estimate)		
Staffing:		
Facilities Supervisor (Salary @ A step)	\$42,980	
Benefits/Overhead	16,335	
Furniture and Computer	4,000	
Total	\$63,315	

IMPLEMENTATION

The hiring process (creation of job specification, job analysis, etc.) would begin upon approval. Materials and supplies would be purchased as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Facilities Maintenance Worker I/II

REQUEST SUMMARY

Add one Facilities Maintenance Worker I/II in 2002/2003 to the Facilities Services section of the Fleet and Facilities Division to help service the continually growing number of buildings to be maintained.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's building maintenance needs while servicing and repairing City facilities and equipment.
2. Improve efficiency of operation.
3. Provide reliable, functional, and safe facilities for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Facilities Services Section currently maintains a total of 15 buildings and associated equipment totaling approximately 201,820 square feet, serving the entire City except for Park and Recreation and Community Center facilities. Included in the duties of the Facilities Services Section are maintenance and repairs to buildings and equipment of all types and sizes; managing building systems; troubleshooting and repair of mechanical operation problems in electric and mechanical systems; woodworking/welding/fabricating projects; and copying keys for buildings. Other duties include providing preventative maintenance to all facility equipment; oversight and supervising contract labor and outside vendors, and administering construction projects for building remodels and renovations/additions.

The current allocated staff consists of 3.5 full-time positions. There are two (2) Facilities Maintenance Workers and one (1) Senior Facilities Worker that actively take care of building needs and employee requests, and one (1) Fleet and Facilities Manager that provides administrative oversight (the Fleet and Facilities Manager's time is allocated 50% to fleet and 50% to facilities).

In the near future, responsibility for the Fire Department's soon-to-be constructed Fire Station #4, the new Police facility, and the Sacramento Street Parking Structure will increase the total number of square feet maintained to approximately 395,430 square feet, almost doubling the space maintained now. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will add another 71,000 sq. ft. to the facilities inventory. Additions and remodeling to the existing Municipal Service Center, the Fleet Services Shop, adding a Parking Structure at Church & Elm Streets, and additional leased space in the Civic Center area (especially during construction of the Police Facility) are likely.

The Facilities Maintenance Worker I/II position is the entry-level position in the building maintenance series of classifications. In 2002/2003, a Facilities Maintenance Worker position needs to be added to maintain a fair balance between the number of facilities/equipment and the number of staff servicing them. We should continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have.

ALTERNATIVES

1. Do nothing. Keeping the same staffing level while adding facilities is not advised. One measure of workload is the amount of facility that each staff member maintains. Currently that amount is 67,273 square feet per staff member (201,820 total square footage divided by 3 staff). When new facilities are completed that total will be revised to 395,430 (not including the planned Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will be another 71,000 sq. ft.). Maintaining the existing staff level will push the square foot amount that each staff member maintains to 131,810. Adding one Facilities Maintenance Worker will reduce that number to 98,858 square feet per staff member, still 32% more than each presently maintains.

ALTERNATIVES (continued):

2. Utilize additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management. Several facilities require a high level of security clearance as well, which cannot be easily or quickly attained for part-time help.

COST SUMMARY	2001-02	2002-03
Additional Costs (Preliminary Estimate)		
Staffing:		
Facilities Maintenance Worker I/II (Salary @ B step)	- 0 -	* \$32,990
Benefits/Overhead	- 0 -	12,535
Uniform	- 0 -	300
Total	- 0 -	\$45,825

* Salary @ B step

IMPLEMENTATION

The hiring process would begin upon approval. Materials and supplies would be purchased as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fleet Services
REQUEST TITLE: Fleet Services Worker

REQUEST SUMMARY

Add one Fleet Service Worker in 2000/2001 to the Fleet Services section of the Fleet and Facilities Division to help service the continually growing vehicle/equipment fleet.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's equipment maintenance needs while servicing and repairing City vehicles and equipment.
2. Improve efficiency of Shop operation by doing service-related work and other less technical jobs with lower classification workers rather than expending unnecessary funds to perform lower level tasks.
3. Provide reliable, functional, and safe equipment for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City vehicles present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Fleet Services Section currently maintains a fleet of vehicles and equipment totaling approximately 410 registered and 55 miscellaneous pieces, serving the entire City fleet, except Parks Division mowing equipment and scooters. Responsibility for the Fire Department's heavy equipment and standby generators at all well sites are now maintained by this division. Included in the duties of the Fleet Services Section are repairs to vehicles and equipment of all types and sizes; managing the parts inventory; troubleshooting and repair of mechanical operation problems in electric, hydraulic, and mechanical systems; welding/fabricating projects; and copying keys for vehicles. Other duties include providing preventative maintenance to all equipment; oversight of the equipment maintenance management system and software; and supervising contract labor and outside vendors. The current allocated staff consists of 11.5 full-time positions, which manage and work two shifts.

Current operations are reviewed for areas where we might contract additional work with outside agencies and vendors. Recently we have partnered with the San Joaquin Sheriff's Department Jail Industries program for vehicle painting, and have contracted out Smog Certifications that used to be done in-house.

In the near future, at least 15-20 more vehicles and equipment units will be added to the City's Fire, Police, Transit, Community Development and Public Works Departments. Recent discussion has included consideration of providing contracted services to outside agencies as potential for additional City revenue. This remains to be decided, but should continue to be discussed and considered. If this plan is adopted, however, it will add more pieces of equipment per person for staff to maintain.

The Fleet Service Worker position is the entry-level position in the equipment maintenance series of classifications. Currently only one is allocated. This position was requested in the last 2-year budget and was denied. In 2001/2002, a second Service Worker position needs to be added to maintain a fair balance between the number of vehicles/equipment and the number of staff servicing them. We should continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have.

ALTERNATIVES

1. Do nothing. Keeping the same staffing level while adding vehicles and equipment to the fleet is not advised. The last three times additional personnel for the Equipment Maintenance Shop were approved, the appropriate equipment-to-mechanic ratio for Lodi was 50-55 compared to an average of our survey cities of 43. Our current fleet size of 465 vehicles and pieces of equipment divided by 6.5 staff (Welder-Mechanic figured at 50%) requires each mechanic to service 71.5 vehicles and pieces of equipment.

ALTERNATIVES (continued)

Adding one Fleet Service Worker will reduce that number to 62 vehicles and pieces of equipment per mechanic (465 divided by 7.5 staff), still significantly above the average. Transit staffing guidelines/standards from the Federal Transit Administration for vehicle-to-mechanic ratios suggest that even more mechanics should be hired to serve transit vehicles (3.5 mechanics is the average for a transit fleet of our size). However, with the addition of this position we believe we can wait until the next two-year budget cycle before another position is recommended.

2. Utilize additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management. A recent comparison of internal average labor costs per job versus external cost per job revealed that using City staff saves 32% by doing work in-house.

COST SUMMARY	2001-02	2002-03
Additional Costs (Preliminary Estimate)		
Staffing:		
Fleet Service Worker (Salary @ A step)	\$29,225	
Benefits/Overhead	11,005	
Uniform	290	
Tools	750	
Total	\$41,270	

IMPLEMENTATION

Our recommendation, per prior negative experiences, is that this position be considered as part of a re-classification of the fleet services mechanic series, including job specifications for Fleet Service Worker, Heavy Equipment Mechanic, Welder-Mechanic, and possibly Lead Equipment Mechanic.

Too often an employee in the Service Worker classification has been stuck there when their abilities, experience, and training have carried them well into Heavy Equipment Mechanic job status. They have been resigned to wait until an opening is created through retirement or vacancy. It is our hope that a Fleet Mechanic I/II, and possibly Fleet Mechanic III, be adopted to prevent this from occurring in the future. A reduction in incentives is possible, depending what is required for each position and necessary for advancement between levels. We believe that "block budgeting" gives the City greater flexibility in the hiring process and is fairer to the employees, and should strongly be considered in this case.

The hiring process (review of existing job specification, job analysis, etc.) would begin upon approval. Tools, materials and supplies would be purchased as appropriate.